



## **TASK: Operating power tools**

Your trainer may ask you to complete this task as an assessment exercise. You may either answer the questions in writing, or record your own voice in an audio file.

1. Choose one of the more hazardous tools you are going to be assessed on for this unit. For instance, if you will be using a hammer, screwdriver, cordless drill and circular saw, you should choose the circular saw.
2. Write up your own Safe Operating Procedure (SOP) for the tool, using the template provided on the following page. You may already have an SOP in your workplace for this tool, in which case you could use it for guidance. If you don't have an existing SOP, you could look at the manufacturer's instruction booklet. If neither is available, you can do it yourself and ask your supervisor or trainer for help.
3. Take the SOP out to your work area and 'trial' it. That is, check all the details in the SOP while you use the tool, to make sure you've covered all the important points.
4. Submit your completed SOP to your assessor.

**Using hand-held tools**  
Operating power tools

# Safe Operating Procedure

<b>Tool</b>	
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Potential hazards and safety controls	
<i>Hazard</i>	<i>Control</i>

Pre-start checks

Operational procedure

**Sign-off**

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
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