

**Annex 6 Check List for Machines, Hand Tools, Shielding and Maintenance**

The site address: \_\_\_\_\_

Occupational safety and health review conducted by: \_\_\_\_\_

Occupational safety and health review date: \_\_\_\_\_

The table below is filled out in connection with security review relating to machinery, hand tools, shielding and maintenance

| <b>Safety and Health Topic</b><br>See <a href="http://www.bar-ba.dk">www.bar-ba.dk</a> Handbook on OSH  | Confirmed<br>YES/NO<br><input checked="" type="checkbox"/> / ÷ | If not,<br>please<br>describe<br>where and<br>what the<br>problem is | Describe<br>the<br>solution to<br>the<br>problem | Responsible<br>person and<br>date of<br>solution |
|---|--|--|--|--|
| The machine/hand tool is CE marked (applies to all new machines).<br>The machine/hand tool is provided with an instruction manual in the relevant languages – including Danish – that tells how to properly install, operate, check and maintain the equipment.   |  |  |  |  |
| The machine/hand tool is used in a safely manner.<br>Protective equipment or protective parts are not removed before use.   |  |  |  |  |
| Only equipment that suits the machinery is applied, e.g. discs for angle grinders that are approved for the machine's speed.  |  |  |  |  |
| Power supply is interrupted whenever necessary, e.g., by shift of cutting disc on angle grinder.  |  |  |  |  |
| The tool is treated so that it does not get damages e.g. as a result of shock, pollution, collision, misuse, moisture and the like.   |  |  |  |  |
| Appropriate extraction, ventilation and shielding of polluting working processes with respect to harmful dust, fumes, etc. has been established.<br>Eg:<br>1) Extraction system connected to the machine or hand tool, suction device/vacuum cleaner connected to a cyclone.<br>2) Shielding of the working process so that contamination does not spread to other jobs or other parts of the building. |  |  |  |  |
| Necessary personal protective equipment is used, e.g. in the form of respirators, hearing protectors, safety goggles, face shield, helmet, cutting pants and safety boots, etc.   |  |  |  |  |
| Loose scarves and the like are not part of the clothing, when using machinery and hand tools.   |  |  |  |  |
| In wet spaces and places where the electrical grounding is particularly good  |  |  |  |  |

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| only low-voltage machines are used (via transformer).  |  |  |  |  |
| Electrically powered tools are checked regularly in accordance with the manufacturer's instructions:<br>Common hand tools (class 1), must be inspected every 2. month.<br>Double insulated tools (class 2) should normally be inspected every 6. month.<br>Most professional hand tools are double insulated.                    |  |  |  |  |
| Other machines are checked in accordance with the supplier's instructions so that they are fully acceptable from a safety point of view  |  |  |  |  |
| Safety measures related to the use of various machines and hand tools are complicated. In case of doubt, seek competent guidance, e.g. from the Danish Working Environment Authority, occupational health and safety advisors, etc. Please also be aware that there are special rules for use of machines, etc. by young people. |  |  |  |  |

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