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Using the Floor Sander

1. Wear the protective equipment including ear defenders, dustmask and goggles.
2. Do not smoke while using this sander, the wood dust is extremely flammable.
3. Do not expose the sander to rain or let it get wet.
4. Before starting to sand any surface check the entire surface for protruding nails, screws or tacks. They must be removed or punched below the surface.
5. Tilt the floor sander onto its back edge before switching it on.
6. Let the floor sander run up to full speed before lowering it carefully onto the surface. Be prepared for the reactive force when the abrasive sheet contacts the floor surface.
7. Keep the floor sander moving across the floor all the time it is running do not let it stand still; it may cause grooves in the floor.
8. Let the weight of the floor sander do the work. Any extra pressure will overload the machine and may cause grooves in the floor.
9. Hold a small loop of the cable in the left hand, and then pass it over the left shoulder to keep the cable clear, do not let the machine run over it.
10. If it is suspected that the cable may be cut or damaged in any way, switch off and unplug at the socket before inspecting it. If the cable attached to the floor sander is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged do not use it again.
11. Take care not to accidently pull the plug from the socket.
12. Vibration may affect the hands – watch out for signs. If the fingers start to tingle or feel numb, take a short break from using the machine. Exercise fingers to encourage blood circulation.
13. To help prevent the effects of vibration, operate the machine for shorter periods. Keep hands warm – wearing gloves may help to do this.
14. Tilt the floor sander onto its back edge again before switching off and wait for it to stop completely before standing it on the base.
15. Make sure that any ventilation slots in the floor sander do not get blocked with sawdust.
16. Switch off and remove the plug from the socket before leaving the floor sander unattended.
17. If the equipment doesn't work properly, do not attempt to repair it. Contact the hire company.
18. Please store this leaflet safely. It may be required for further information.

Please keep this leaflet safely as it may be required for future reference

v:122016

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Hiretech Floor Sander

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE using the Hiretech Floor Sander

1. Electricity can be hazardous and must always be used with great care.
2. This floor sander is designed for rapid leveling of large areas of floor: finishing off new floors; cleaning off varnish, stain and wax polish; or sanding off old cork or composition floors. It will also fine sand terrazzo or granolithic floors. The appropriate abrasive sheets must be used.
3. The action of this floor sander can cause injury or damage if the machine is not used in a careful and controlled way.
4. If the operator has not used a floor sander before they must familiarise themselves with the machine on some straightforward tasks before starting work on the main task.
5. The work should be thought out and planned ahead to ensure that it is carried out safely.
6. The following items of personal protective equipment must be worn as a minimum:

   Goggles: impact resistant EN166 – B or BS2092 grade 1;

   Ear muffs or plugs giving protection for up to 100 dB(A);

   Gloves.

   Rcd, if using a 230 volt (mains) supply.
7. This floor sander must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This floor sander is designed for use by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using it.

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Before Starting Work...

WORK AREA

1. Do not use this floor sander where there is danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is nearby who could cause a distraction.
3. Protect others from the noise and dust. Warn others to keep away, put up barriers and warning signs around the work area.
4. Ventilate the room or area that is being worked on to prevent the formation of a combustible mixture of dust and air. Open all doors and windows that will let fresh air in.
5. Some dust will escape the dust bag and settle, remove furniture and other items from the room or area to protect them.
6. Check that there are no protruding nails or screws in the area to be sanded. They should be taken out or punched below the level of the floor.
7. Make sure that there are no carpet tacks or other loose objects on the area to be sanded.

OPERATORS

1. The following items of personal protective equipment (ppe) must be worn as a minimum when using this machine. Particular jobs or environments may require a higher level of protection.
2. Impact resistant goggles must be worn (EN166 – B or BS2092 grade 1) when working with this floor sander.
3. This masonry saw is likely to cause to noise levels up to 98 dB(A) – appropriate ear muffs or plugs must be worn, giving hearing protection for this level as a minimum.3.
   This machine is likely to cause noise levels up to 100 dB(A) – ear muffs or plugs giving hearing protection for this level must be worn as a minimum.
4. An appropriate dust mask must be worn (with a minimum of EN149 ffp2 (s) protection) when sanding material that causes dust.
5. Anyone who is working nearby will also need to wear personal protective equipment.

FLOOR SANDER

1. Check the machine, its cable and plug and dust bag. If anything is found to be damaged, do not use the machine – contact the hire company.
2. Check that the plug on the floor sander matches the supply. Connections should not be forced or improvised.
3. Floor sanders with a cylindrical yellow industrial plug fitted are designed to run off a special 110v supply. The hire company will have provided a portable transformer if the machine has to be powered from a 230v (mains) supply. If a portable transformer has been supplied, take care when moving it about – it may be heavier than it appears. Floor sanders designed to run directly from 230 volt (mains) supply will have either a normal square pin plug or a blue industrial plug.
4. Ensure the sander is switched off before unplugging it from the supply.
5. The machine is easily disassembled into three parts for transport, the main body, the dust tube, and the handle assembly. The handle is also adjustable for height, ensure it is secured in the correct position.
6. The floor sander is heavy – take care when moving or carrying it.
7. Always grip the handle of the floor sander correctly while working – two hands should be used.
8. Vibration from using this floor sander can be hazardous. Hands should be warmed up before starting work, and gloves should be worn to keep hands warm while working.

STARTING THE FLOOR SANDER

1. Check on how the on/off switch operates before switching the sander on, it must be known how to stop it.
2. The model being used may have a different type of switch:
   There will be a toggle switch, press once for start, and press again for stop;

MAINTENANCE (Changing the abrasive sheets)

1. Do not run the floor sander without an abrasive sheet fitted. Stop the sander immediately if the abrasive sheet is damaged or torn.
2. Switch off and remove the plug from the socket before making any adjustments or changing the abrasive sheet.
3. Make sure to use the correct type of abrasive sheet recommended by the hire company.
4. Check the drum for damage every time the abrasive sheet is replaced.
5. Tilt the machine back so that the handle rests on the floor.
6. Lift back the front cover to expose the drum.
7. Prepare the abrasive paper by flexing both ends on the edge of a table or other suitable surface, to make each curl inwards before fitting.
8. Loosen the screws on the drum clamp bar (some models have two screws, others have three) until the bar is clear of the drum. Do not remove the clamp bar.
9. Insert one edge of the abrasive sheet under the clamp bar..
10. Rotate the drum a full circle, aligning the abrasive sheet around the drum, then insert the second edge of the abrasive sheet under the other side of the clamp bar. Smooth under until the sheet is tight around the drum.
11. Hold the abrasive sheet tightly around the drum and screw down the clamp bar securely.
12. Check that the sheet is tight. If found to be loose, slacken off the screws and repeat the procedure as above.
13. Leave the abrasive sheet on the drum after use.
14. If the abrasive sheet breaks up while using the machine, switch OFF immediately, remove the broken sheet and replace with a new sheet.
15. Before starting, inspect the fan intake and remove any broken pieces of the abrasive sheet that may be found. Failure to do so will prevent the machine picking up the dust.
16. Close and secure the covers after changing the abrasive sheet.
17. Frequently check that the abrasive sheet retaining screws are still tight. A loose screw can damage the drum and the floor surface.

Dust bag

1. Always empty the dust bag when the dust reaches the 'MAX' line printed on the dust bag or before you leave the machine unattended. Remember the sawdust is highly flammable; do not smoke while handling the dust bag.
2. Do not empty the sawdust bag onto a fire – it may explode.
3. Do not re-use a paper dust bag, only use dust bags that have been supplied or recommended by the hire company. Fit paper bags according to the instructions printed on the bag.
4. If using a cloth dust bag make sure it is in good condition with no holes. Tie it securely around the dust tube neck.

ELECTRICAL SAFETY

The machine will only operate on one voltage; it will be 110v or 203v.
110v machines will have a yellow industrial plug fitted.
230v machines will have either a normal square pin plug, or a blue industrial plug. Make sure the machine is switched off before plugging it into the supply.
Read the instructions below.

110 VOLT MACHINES (Yellow Plug)

1. If a portable transformer is being used, plug the transformer directly into the 230 volt socket. 230v extension cables should not be used.
2. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions, only a suitably rated heavy duty 110v extension cable should be used, not longer than 50 metres (160 feet). The extension cable must only be used between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might get trapped, and places where vehicles might run over it. It should be unrolled fully or it will overheat and could catch fire.
4. Extension cable connections should be dry and safe.

230 VOLT MACHINES (Square pin or blue plug)

1. Use a residual current device ('rcd') plugged directly in to the 230v socket. Plug the machine into the rcd. This will help to protect against electric shock if the cable or machine gets damaged.
2. Use the 'TEST' button to check that the rcd is working each time it is used. Reset the rcd according to the instructions supplied with it.
3. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions only a suitably rated, heavy duty 110v extension cable should be used, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might get trapped, and places where vehicles might run over it. It should be unrolled fully or it will overheat and could catch fire.
5. Extension cable connections should be dry and safe.

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Using the Floor Sander

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2. Do not smoke while using this sander, the wood dust is extremely flammable.
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4. Before starting to sand any surface check the entire surface for protruding nails, screws or tacks. They must be removed or punched below the surface.
5. Tilt the floor sander onto its back edge before switching it on.
6. Let the floor sander run up to full speed before lowering it carefully onto the surface. Be prepared for the reactive force when the abrasive sheet contacts the floor surface.
7. Keep the floor sander moving across the floor all the time it is running do not let it stand still; it may cause grooves in the floor.
8. Let the weight of the floor sander do the work. Any extra pressure will overload the machine and may cause grooves in the floor.
9. Hold a small loop of the cable in the left hand, and then pass it over the left shoulder to keep the cable clear, do not let the machine run over it.
10. If it is suspected that the cable may be cut or damaged in any way, switch off and unplug at the socket before inspecting it. If the cable attached to the floor sander is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged do not use it again.
11. Take care not to accidently pull the plug from the socket.
12. Vibration may affect the hands – watch out for signs. If the fingers start to tingle or feel numb, take a short break from using the machine. Exercise fingers to encourage blood circulation.
13. To help prevent the effects of vibration, operate the machine for shorter periods. Keep hands warm – wearing gloves may help to do this.
14. Tilt the floor sander onto its back edge again before switching off and wait for it to stop completely before standing it on the base.
15. Make sure that any ventilation slots in the floor sander do not get blocked with sawdust.
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2514 **Safety Guidance**
ELECTRIC v:122016

Hiretech Floor Sander

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE using the Hiretech Floor Sander

1. Electricity can be hazardous and must always be used with great care.
2. This floor sander is designed for rapid leveling of large areas of floor: finishing off new floors; cleaning off varnish, stain and wax polish; or sanding off old cork or composition floors. It will also fine sand terrazzo or granolithic floors. The appropriate abrasive sheets must be used.
3. The action of this floor sander can cause injury or damage if the machine is not used in a careful and controlled way.
4. If the operator has not used a floor sander before they must familiarise themselves with the machine on some straightforward tasks before starting work on the main task.
5. The work should be thought out and planned ahead to ensure that it is carried out safely.
6. The following items of personal protective equipment must be worn as a minimum:

   Goggles: impact resistant EN166 – B or BS2092 grade 1;

   Ear muffs or plugs giving protection for up to 100 dB(A);

   Gloves.

   Rcd, if using a 230 volt (mains) supply.
7. This floor sander must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This floor sander is designed for use by an able bodied adult. Anyone with either a temporary or permanent disability must seek expert advice before using it.

Every effort has been made by HAE/EHA to ensure that the information given in this document and supporting material is accurate and not misleading. HAE/EHA cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such document/material. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

Before Starting Work...

WORK AREA

1. Do not use this floor sander where there is danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is nearby who could cause a distraction.
3. Protect others from the noise and dust. Warn others to keep away, put up barriers and warning signs around the work area.
4. Ventilate the room or area that is being worked on to prevent the formation of a combustible mixture of dust and air. Open all doors and windows that will let fresh air in.
5. Some dust will escape the dust bag and settle, remove furniture and other items from the room or area to protect them.
6. Check that there are no protruding nails or screws in the area to be sanded. They should be taken out or punched below the level of the floor.
7. Make sure that there are no carpet tacks or other loose objects on the area to be sanded.

OPERATORS

1. The following items of personal protective equipment (ppe) must be worn as a minimum when using this machine. Particular jobs or environments may require a higher level of protection.
2. Impact resistant goggles must be worn (EN166 – B or BS2092 grade 1) when working with this floor sander.
3. This masonry saw is likely to cause to noise levels up to 98 dB(A) – appropriate ear muffs or plugs must be worn, giving hearing protection for this level as a minimum.3.
   This machine is likely to cause noise levels up to 100 dB(A) – ear muffs or plugs giving hearing protection for this level must be worn as a minimum.
4. An appropriate dust mask must be worn (with a minimum of EN149 ffp2 (s) protection) when sanding material that causes dust.
5. Anyone who is working nearby will also need to wear personal protective equipment.

FLOOR SANDER

1. Check the machine, its cable and plug and dust bag. If anything is found to be damaged, do not use the machine – contact the hire company.
2. Check that the plug on the floor sander matches the supply. Connections should not be forced or improvised.
3. Floor sanders with a cylindrical yellow industrial plug fitted are designed to run off a special 110v supply. The hire company will have provided a portable transformer if the machine has to be powered from a 230v (mains) supply. If a portable transformer has been supplied, take care when moving it about – it may be heavier than it appears. Floor sanders designed to run directly from 230 volt (mains) supply will have either a normal square pin plug or a blue industrial plug.
4. Ensure the sander is switched off before unplugging it from the supply.
5. The machine is easily disassembled into three parts for transport, the main body, the dust tube, and the handle assembly. The handle is also adjustable for height, ensure it is secured in the correct position.
6. The floor sander is heavy – take care when moving or carrying it.
7. Always grip the handle of the floor sander correctly while working – two hands should be used.
8. Vibration from using this floor sander can be hazardous. Hands should be warmed up before starting work, and gloves should be worn to keep hands warm while working.

STARTING THE FLOOR SANDER

1. Check on how the on/off switch operates before switching the sander on, it must be known how to stop it.
2. The model being used may have a different type of switch:
   There will be a toggle switch, press once for start, and press again for stop;

MAINTENANCE (Changing the abrasive sheets)

1. Do not run the floor sander without an abrasive sheet fitted. Stop the sander immediately if the abrasive sheet is damaged or torn.
2. Switch off and remove the plug from the socket before making any adjustments or changing the abrasive sheet.
3. Make sure to use the correct type of abrasive sheet recommended by the hire company.
4. Check the drum for damage every time the abrasive sheet is replaced.
5. Tilt the machine back so that the handle rests on the floor.
6. Lift back the front cover to expose the drum.
7. Prepare the abrasive paper by flexing both ends on the edge of a table or other suitable surface, to make each curl inwards before fitting.
8. Loosen the screws on the drum clamp bar (some models have two screws, others have three) until the bar is clear of the drum. Do not remove the clamp bar.
9. Insert one edge of the abrasive sheet under the clamp bar..
10. Rotate the drum a full circle, aligning the abrasive sheet around the drum, then insert the second edge of the abrasive sheet under the other side of the clamp bar. Smooth under until the sheet is tight around the drum.
11. Hold the abrasive sheet tightly around the drum and screw down the clamp bar securely.
12. Check that the sheet is tight. If found to be loose, slacken off the screws and repeat the procedure as above.
13. Leave the abrasive sheet on the drum after use.
14. If the abrasive sheet breaks up while using the machine, switch OFF immediately, remove the broken sheet and replace with a new sheet.
15. Before starting, inspect the fan intake and remove any broken pieces of the abrasive sheet that may be found. Failure to do so will prevent the machine picking up the dust.
16. Close and secure the covers after changing the abrasive sheet.
17. Frequently check that the abrasive sheet retaining screws are still tight. A loose screw can damage the drum and the floor surface.

Dust bag

1. Always empty the dust bag when the dust reaches the 'MAX' line printed on the dust bag or before you leave the machine unattended. Remember the sawdust is highly flammable; do not smoke while handling the dust bag.
2. Do not empty the sawdust bag onto a fire – it may explode.
3. Do not re-use a paper dust bag, only use dust bags that have been supplied or recommended by the hire company. Fit paper bags according to the instructions printed on the bag.
4. If using a cloth dust bag make sure it is in good condition with no holes. Tie it securely around the dust tube neck.

ELECTRICAL SAFETY

The machine will only operate on one voltage; it will be 110v or 203v.
110v machines will have a yellow industrial plug fitted.
230v machines will have either a normal square pin plug, or a blue industrial plug. Make sure the machine is switched off before plugging it into the supply.
Read the instructions below.

110 VOLT MACHINES (Yellow Plug)

1. If a portable transformer is being used, plug the transformer directly into the 230 volt socket. 230v extension cables should not be used.
2. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions, only a suitably rated heavy duty 110v extension cable should be used, not longer than 50 metres (160 feet). The extension cable must only be used between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might get trapped, and places where vehicles might run over it. It should be unrolled fully or it will overheat and could catch fire.
4. Extension cable connections should be dry and safe.

230 VOLT MACHINES (Square pin or blue plug)

1. Use a residual current device ('rcd') plugged directly in to the 230v socket. Plug the machine into the rcd. This will help to protect against electric shock if the cable or machine gets damaged.
2. Use the 'TEST' button to check that the rcd is working each time it is used. Reset the rcd according to the instructions supplied with it.
3. If an extension cable is needed, follow any special instructions given by the hire company. If the hire company have not given any special instructions only a suitably rated, heavy duty 110v extension cable should be used, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might get trapped, and places where vehicles might run over it. It should be unrolled fully or it will overheat and could catch fire.
5. Extension cable connections should be dry and safe.

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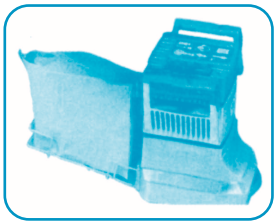
Floor Edger

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

Read this entire leaflet before using the Hiretech Floor Edger



1. Plan your work and think ahead to make sure you will always be working safely.
2. Electricity is dangerous and must always be used with great care.
3. This edge sander is designed to sand areas not accessible to a larger floor sander. It can be used for small floor areas, stairs and bench tops and similar surfaces. The appropriate sanding disc must be used.
4. The action of this edge sander can cause injury or damage if the machine is not used in a careful and controlled way.
5. If you have not used an edge sander before, familiarise yourself with the machine on some straightforward work before you star on the main task.
6. The following items of personal protective equipment must be available: goggles; dust mask – a minimum of FFP3(s) protection; ear muffs or plugs giving protection for levels up to 89 dB(A); gloves; rcd if using a 230 volt (mains) supply.
7. This edge sander must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This edge sander is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

WORK AREA

1. Do not use this edge sander where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is close by or could cause distraction.
3. Protect other people from the noise and dust. Warn others to keep away, put barriers around the work area.
4. Ensure adequate ventilation in the room or area being worked in to prevent the formation of a combustible mixture of dust and air. Open all doors and windows that will let fresh air in.

Continued overleaf...

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WORK AREA *Continued*

5. Some dust will escape the dust bag and settle, remove furniture and other items form the room or area to protect them.
6. Check that there are no protruding nails or screws in the area to be sanded. They should be taken out of punched below the level of the surface.
7. Make sure that there are no carpet tacks or other loose objects in the area to be sanded.

USING THE EDGE SANDER

1. Wear protective equipment including ear defenders, dustmask and goggles.
2. Do not smoke while using this sander, the wood dust is extremely flammable.
3. Do not expose this sander to rain or let it get wet.
4. Close and seal internal doors to prevent dust escaping. Open all external doors and windows for ventilation.
5. Do not use this machine above waist height.
6. Tilt the edge sander onto its back edge before switching it on.
7. Let the edge sander run up to full speed before lowering it carefully onto the surface. Be prepared for the reactive force when the sanding disc contacts the edge surface.
8. Do not apply any pressure, the weight of the machine, distributed through the disc and the rear castors, is enough to produce a good finish. Any extra pressure will overload the machine and may cause grooves in the surface.
9. Stop the sander if the sanding disc is damaged.
10. Keep the cable clear, do not let the machine run over it.
11. If the cable appears cut or damaged in any way, switch off and unplug at the socket before inspecting it. If the cable attached to the edge sander is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged, do not use it again.
12. Take care not to accidentally pull the plug from the socket.
13. Watch out for signs that vibration may be affecting hands. If fingers start to tingle or feel numb, take a short break from using the machine. Exercise fingers to encourage blood circulation.
14. To help prevent vibration affecting hands, operate the machine for shorter periods. Keep hands warm – wearing gloves may help do this.
15. Tilt the edge sander off the surface before switching off and wait for the disc to stop completely before putting the machine down.
16. Make sure that any ventilation slots in the edge sander do not get blocked with sawdust.
17. Remember to empty the dust bag when it is half full or when stopping work: but do not empty the sawdust onto a fire.
18. Switch off and remove the plug from the socket before leaving the edge sander unattended.
19. If the equipment does not work properly do not attempt to repair it. Contact the hire company.

Keep this leaflet in a safe place until work is finished as it may need to be referred to again.

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EXTENSION CABLES

1. If you plan to use an extension cable, it should only be used between the rcd and the tool.

2. The extension cable should be a suitably rated heavy duty one, no longer than 50 metres (160 feet). If you do not have a suitable extension cable, contact the hire company.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

WORKING WITH THE RCD

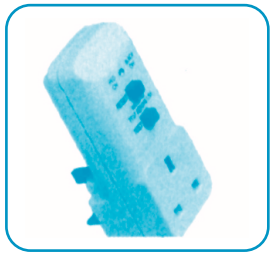
1. Test the rcd each time you use it.
2. The rcd must be kept away from water and any other Liquids. It should not be knocked or dropped.
3. If your tool stops working while you are using it, turn it off first. Then check to see if the rcd has tripped and cut off power to the tool.
4. Unplug the tool and test the rcd. If the rcd is working properly, plug the tool in again. If the rcd trips, the tool has developed a fault. Do not use it, or attempt to repair it. Contact the hire company.
5. If you think a cable has been damaged, switch off at the supply and unplug before inspecting the cable.
6. If the rcd does not work properly, do not try to repair it. Contact the hire company.
7. You may want to read this leaflet again. Please keep it until you have finished work.

Please keep this leaflet safely as it may be required for reference at a future date

Residual Current Device

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE you use residual current device or "rcd".



1. A residual current device or rcd is an electronic device that plugs into your electricity supply socket. It can help prevent you getting a serious electric shock if a fault develops on the mains cables or machine case.
2. The rcd will only protect equipment that is plugged into it.
3. Electricity can be hazardous and must always be used with great care. You must never take risks, even with rcd protection. Do not assume that the rcd will always protect you - for example you can still get a shock if you cut into a live cable in a wall. Do not do anything that you would not have done without the rcd.
4. Plan your work and think ahead to make sure you will always be working safely.
5. Your rcd may be a plug-in adaptor, an in-line type with plug and socket attached by short cables, or a freestanding unit. These safety instructions apply to all types.
6. This rcd must not be used by minors, or by anyone under the influence of drugs or alcohol.
7. This machine is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

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Before Starting Work...

WORK AREA

1. Check the rcd, and any cables, plugs and sockets. Do not use anything found damaged - contact the hire company.
2. You must check that the rcd works before you begin any job. Follow the instructions below. This will also test the supply socket and the tool you are using.
3. Do each test in order, this will mean the rcd and equipment is ready for the next test. If any of the tests show that equipment is faulty, do not continue with the remaining tests until the fault has been put right.
4. There are two sets of instructions, for different sorts of rcd. Make sure that you read the correct instructions for your rcd.

This set of instructions is for rcds which have the **RESET button on the front**, or other accessible place.

RCDs WITH RESET BUTTON ON THE FRONT

Check the supply socket

1. Plug the rcd into the supply socket, and switch the socket on..
2. Press the **RESET** button. The indicator panel on the rcd should be **RED** or **BLACK**. If it has remained at **WHITE**, plug the rcd into another socket, and press the reset button again. If the indicator panel turns to **RED** or **BLACK**, then the first supply socket may be faulty. **Do not use the faulty socket** - get it checked by an electrician. If the indicator panel remains white, the rcd is probably faulty. **Do not use the rcd**. Contact the hire company.

Check the rcd

3. Press the **TEST** button on the rcd. The rcd should now trip, cutting off the current. The indicator panel should now be **WHITE**. If it is not, the rcd is faulty. **Do not use the rcd**. Contact the hire company.

Check the tool you plan to use

4. Make sure that the tool is switched **OFF** then plug it into the rcd. Do not start the tool.
5. Press the **RESET** button on the rcd. If you cannot **RESET** the rcd, and the indicator panel remains **WHITE**, the tool is faulty. **Do not use the tool**. Contact the hire company.

Final check

6. As a final check that everything is working properly, you will need to start the tooL. Check the safety instructions supplied with the tool before you do this - you may need to take special precautions. Start the tool. If the rcd trips, and the indicator panel changes to **WHITE**, then the tool is faulty. **Do not use the tool**. Contact the hire company.

This set of instructions is for rcd adaptors with the **RESET button on the back face**, by the plug pins. On these types, you cannot get at the **RESET** button when the rcd is plugged in.

RCDs WITH RESET BUTTON ON THE BACK

Check the supply socket

1. Press the **RESET** button on the rcd, then plug it into the supply socket.
2. Switch the socket on. The indicator panel on the rcd should be **RED** or **BLACK**. If it has changed to **WHITE**, the supply socket is faulty. **Do not use the socket**, get it checked by an electrician.

Check the rcd

3. Press the **TEST** button on the rcd. The rcd should now trip, cutting off the current. The indicator panel should now be **WHITE**. If it is not, the rcd is faulty. **Do not use the rcd**. Contact the hire company.
4. Switch off the socket, unplug the rcd and **RESET** it. Plug the rcd into the socket again.

Check the tool you plan to use

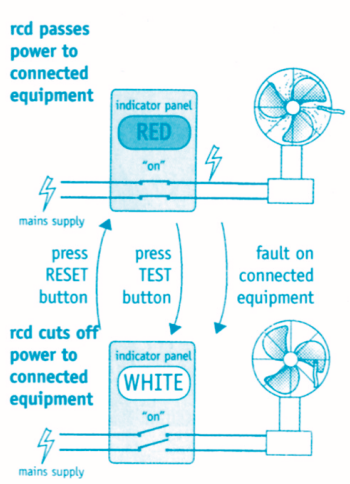
5. Make sure that the tool is switched **OFF**, then plug it into the rcd.
6. Switch the supply socket on. If the rcd trips, and the indicator panel changes to **WHITE**, the tool is faulty. **Do not use the tool**. Contact the hire company.

Final check

7. As a final check that everything is working properly, you will need to start the tool. Check the safety instructions supplied with the tool before you do this - you may need to take special precautions. Start the tooL. If the rcdtrips, and the indicator panel changes to **WHITE**, then the tool is faulty. **Do not use the tool**. Contact the hire company.

ON or OFF

1. The indicator panel on your rcd will show whether it is “switched on” or not.
2. If you press the TEST button the rcd will “trip” and switch off power to the tool or equipment.
3. If the rcd detects a fault on any of the cables or equipment plugged into it, it will trip.
4. You need to press the RESET button before the rcd will pass power again.
5. Some rcds are designed to trip or switch off every time they are unplugged, or when the mains supply to them is switched off. You will need to reset an rcd like this every time you come to use it



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CAPTURE

Materials such as wood do not suit the use of water to suppress dusts so you must consider alternatives. Capturing the dust as it is released from the material being worked on is the only alternative to water suppression, but this must be done properly.

When purchasing or hiring your tools, consider whether it has the facility to extract dust 'on the tool', as this is the only way you can effectively capture the dusts as they are released. Some tools are fitted with dust bags, but these have only limited efficiency as there is no mechanism to actively suck the dusts out of the tool.

Always try to use a means that will remove the dust by suction.

PROTECT

Even the best control measures aren't going to prevent all dust being released, and it is for this reason that respiratory protective equipment must also be used. Dust masks are graded in three levels - P1, P2, and P3. You should always wear a P3 mask as only these offer the right levels of protection.

Even these aren't infallible so make sure you carry out a face fit test so you can create a tight seal against the face. Beards and stubble simply lift the mask off the face meaning dust can still get round the mask so be aware of this.

REMEMBER!

Exposures to dust won't lead to health problems until later in life. If you protect yourself now then you won't suffer in the coming years, but if you do nothing then by the time you feel the ill health effects *it will be too late.*

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WHAT IS DUST?

Dust can simply be described as particles in the air.

What dust consists of is purely down to what material is being cut, sanded or drilled as the physical action of your tools breaks off small parts of the material into the atmosphere.

The harm that it can do to you depends on what the material is, don't fall into the misconception that all dust does the same thing.

Specific materials which can do particular harm to you are wood, concrete and stone, but other materials have similar potential to harm you and the people around you.

You may well have heard of the terms inhalable and respirable dust before. This is simply a reference to how fine the dust you are breathing in is.

Different materials can affect you in different ways. In the same way the size of the dust can have different effects.

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WHY SHOULD I WORRY ABOUT IT?

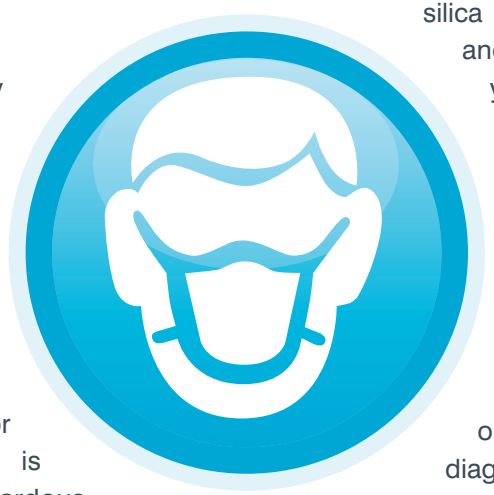
The effects of different dusts is well researched and well known. Unfortunately, the appreciation of this potentially deadly hazard in the workplace takes a back seat to the more visible hazards.

It would be very rare for anyone to suffer significant ill health through a single exposure to dust. The ill health symptoms rise from many repeated exposures to small levels of dust. Too many people think to themselves, "I'm only doing a quick job' or "what harm could this small bit of work do" and not do anything to protect themselves. It is these little exposures that add up over the months and years to give rise to serious ill health problems. Unfortunately by the time you feel that something is wrong, the ability for the illness to be treated is significantly diminished.

WOOD

Wood dust is a serious problem that people ignore at their peril. Just because it is a natural material that is in use throughout the world many believe that it is not particularly hazardous. Depending on the type of wood the dust from them can cause allergic reactions or cause cancers in the nose and lungs. Softwood dust is known to cause sensitisation – an allergic reaction, whereas hardwood dust is a known carcinogen. It's vital therefore that you take the right precautions against breathing in these dusts.

MDF



MDF is an industrially engineered form of wood, made from separated softwood and hardwood fibres. Because of this make up, it has greater potential to form particularly fine dusts when it is cut or worked on. MDF is particularly hazardous because it is made from both softwood and hardwood, and the fine dusts it produces increase the likelihood that dangerous amounts can be breathed in.

STONE AND CONCRETE

Stone and concrete contain a natural compound called silica. Like wood, it is used throughout the world, and most commonly we come across it as sand. Because it is so common people regularly disregard the effect it can have on us. The effect of irritation or burns from concrete are something that people working with the material may be familiar with, and this is because they see the effects fairly quickly. The effects of silica exposure are not quick and may take 10 to 30 years to become apparent, but rest assured they can and do arise.

Silicosis is a debilitating lung disease that occurs from exposure to silica. There is no cure once it has been diagnosed. It is caused by inhaling the finest silica dust (known as respirable crystalline silica) which is produced when concrete and stone is sanded, cut or drilled with power tools.

DUST

When you are breathing in dust that is not wood or silica does that mean its not going to have an effect on you? Non specific dusts can clog up the pathways in your lung leading to inflammatory responses in the lung, chronic bronchitis or chronic obstructive pulmonary disease (COPD). Around 4,000 people die each year from COPD in the UK from exposures people have had whilst at work. Remember that there is no such thing as general dust; it is always made up of many different compounds. All of these compounds have the potential to do you harm.

WHAT MUST I DO ABOUT IT?

Whenever you are doing an activity that creates dusts you have an obligation to protect yourself and the others working around you.

STOP

Stopping dusts being released should be your priority every time. If there is no dust, then there is no hazard to be exposed to. Damping down your process is the cheapest and most effective way of doing this as wet dusts form a slurry that cannot become airborne. Without any dust in the environment then not only are you reducing what you may breathe in, but you also have the benefit of less cleaning up to do afterwards.

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