

Memo

To: All participating Contractors and Universities
From: Tony Millikin
Subject: Power tool training
CC: John Grubb (Construction Skills), Robin Holdsworth
Date: 25th March 2013

Please ensure that the following procedures are adhered to.

Prior to any student being put forward to receive power tool training, the University and Contractors staff need to ensure that

1. They have a good command of the English language both verbal and written
2. They accept that they will be trained in the safe use of, and be expected to use, any / all of the following power tools.

Circular Saw
Petrol driven disc cutter
Angle grinder
Jigsaw
Electric rotary drill

Should any student not feel confident in their ability to use any of the power tools, other students who are, should be put forward in their place.

3. Prior to leaving the Constructionarium Project Site, that they are wearing, and, or have with them, the following PPE

Safety Helmet
Impact Resistant Goggles
Ear Defenders (not plugs)
Gloves
Hi-Vis vest (with long sleeved top under) or long sleeved hi-vis jacket
Safety footwear

4. The attached spreadsheet is completed and handed to the Construction Skills Instructor.

Those students who are undertaking power tool training should assemble outside the writers office at **09.15 prompt**, in order that they may be escorted down to the college buildings

A short classroom based induction / assessment will be carried out by the Construction Skills staff prior to the commencement of the practical training session.

Tony Millikin
Resident Project Manager