

YOUR PRODUCT. YOUR GUIDE.

Power Tool Safety and User Manual

Prepare the work, control hazards, and operate safely

5 PAGES / FILLABLE FIELDS / COMPLIANCE REVIEW



Make this document yours

Product / system name

Name used on the product or release

Model / version / configuration

Exact models and versions covered

Document ID and revision

Controlled reference and revision number

Issue date and market

Date, language and countries covered

Responsible manufacturer / organization

Your organization's legal name and address

Author and support contact

Document owner, support email / phone / URL

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Authoring draft: fill the labeled fields, replace bracketed prompts, and add verified procedures and diagrams. Complete product and market review before release. This template does not certify a product.

MATCH THE TOOL AND ACCESSORY

Tool identity and work limits

Tool instructions must distinguish models, power sources, guards, and approved accessories. Document intended work and exclusions from the product risk assessment.

Document identity**Responsible manufacturer and contact**

[Legal name], [address], [support phone], [support email or website]

Tool and covered variants

[Product name], [model], [power source / region if applicable]

Document revision

[Document ID], [revision], [issue date], [language]

Operator and markets

[Intended operator and qualifications], [applicable markets]

Intended work

Name the operations the tool is designed to perform and the materials or workpieces confirmed for that model. State prohibited uses, required guards, and approved attachments using the validated instructions. Explain how the operator identifies tool ratings and matching accessory specifications without assuming similar products are interchangeable.

Before selecting a setup

- ☐ Check the tool model, condition, guard, and control function.
- ☐ Select only accessories listed for this tool and operation.
- ☐ Secure the workpiece using the approved method.
- ☐ Clear the work area and route cables or hoses safely.
- ☐ Use a lower-risk tool when the task falls outside the intended use.

Template status

Manual Tools by Manuals+ provides this template at <https://manual.tools>. It is not a tested tool procedure. The responsible organization must validate hazards, controls, accessory limits, warnings, and instructions for each released model.

PREPARE THE OPERATOR AND WORK AREA

Hazard controls and pre-operation checks

Use the tool's hazard assessment to write specific controls. Personal protective equipment, guards, extraction, and operator training must match the operation and applicable requirements.

Task-specific hazards

Address applicable cutting, impact, kickback, entanglement, dust, noise, vibration, heat, electrical, battery, and flying-debris hazards. Describe the safer body position, guard setup, extraction, protective equipment, and bystander separation validated for the task. Do not promise that protective equipment removes all risk.

Pre-operation check

1. Disconnect power or remove the battery before adjustments or accessory changes.
2. Inspect the tool, guard, accessory, and cable or battery for damage.
3. Verify accessory direction, rating, retention, and compatibility from the approved specification.
4. Set the workpiece, extraction, and required protective measures.
5. Test the controls and guard function using the documented safe check.

Accessory check

Operation	Approved accessory ID	Verified limits / check
[Operation]	[Part number]	[Source and limit]
[Operation]	[Part number]	[Source and limit]
[Restricted use]	[Not permitted]	[Reason / control]

Do not bypass protection

If a guard, interlock, brake, trigger, or extraction system is damaged or fails its check, stop and tag the tool out according to the organization's process. Do not defeat or improvise a safety feature.

CONTROL THE TASK FROM START TO FINISH

Operate, stop, and maintain

Describe stable work methods and observable stop conditions. Do not provide unverified speed, torque, depth, load, or duty-cycle values.

Typical operation

1. Adopt the specified stance and hold points before energizing the tool.
2. Set the tool to the verified mode and allow the accessory to reach its operating state if required.
3. Guide the tool using the validated feed direction and pressure; do not force it.
4. Release the control and wait for moving parts to stop before setting the tool down.
5. Disconnect or isolate the power source before clearing a jam or changing setup.

Care and service

List inspection, cleaning, lubrication, and replacement tasks only from the approved maintenance plan. State the isolation method and any discharge, cooling, or dust controls. Define which repairs require authorized service and how a damaged battery, accessory, or tool must be stored or returned.

Take out of service if

- ☐ A guard or control is missing, loose, or does not function.
- ☐ The tool, cable, battery, or accessory is cracked or overheats.
- ☐ Vibration, noise, tracking, or cutting behavior changes unexpectedly.
- ☐ The accessory is unapproved, damaged, or outside its verified rating.

Validated operating details**Verified modes and limits**

[Model, value / condition, units, evidence source]

User maintenance

[Task and interval from approved maintenance plan]

Authorized repair route

[Service organization and contact]

EVIDENCE-BACKED WARNINGS AND MARKET RELEASE

Power tool safety and compliance review

Power tool obligations depend on tool type, power source, intended users, accessories, and market. Identify the applicable rules and retain evidence for the actual released configuration.

Warning content to verify

Review product-specific risk analysis for warnings on tool operation, accessory selection, kickback, guarding, dust, noise, vibration, electric shock, battery handling, maintenance, and foreseeable misuse. Insert exact verified labels and required statements. Explain any language or regional configuration differences.

Product-specific compliance author prompts

- ☐ Map applicable machinery, electrical, battery, noise, chemical, labeling, language, and disposal requirements by market.
- ☐ Insert only verified ratings, protective instructions, warnings, labels, and declarations for each model and accessory.
- ☐ List risk assessments, performance tests, acoustic or vibration data, battery records, and label approvals by evidence ID.
- ☐ Obtain appropriate engineering, safety, legal, and market review before release.

Evidence and approval record**Responsible manufacturer and contact**

[Legal name, address, support phone, support email or website]

Markets and controlled model revision

[Markets], [tool models / accessories], [document ID], [revision / date]

Evidence and declaration references

[Report IDs and revisions, label / declaration reference]

Review sign-off

[Name, role, date, decision, approval record]

Release gate

This Manual Tools by Manuals+ template at <https://manual.tools> does not certify a tool or show that it complies with any standard. The responsible organization must verify the product, risk controls, instructions, and market evidence.

Official reference starting points - applicability must be determined for your product and market.

OSHA: hand and power tools

Your Europe: CE marking