# Broker LogoEmergency Evacuation Best Practices

**One of the most important things you can do when evacuating the workplace during an emergency is to stay calm and encourage others to do the same.**

Presented by: RS Risk Solutions

When an emergency arises at work, evacuating the workplace can be challenging. However, preparing in advance to safely exit the area can help ensure a smooth and successful evacuation. Consider the following emergency evacuation best practices.

**Before an Emergency**

* Become familiar with your workplace’s emergency evacuation plan and pathways to at least two exits.
* Recognise the signalling methods of the building’s fire and evacuation alarms. Know where these safety alarms are located and how to use them.
* Report damaged or malfunctioning safety alarms or backup systems to your supervisor immediately.

**In the Event of an Emergency**

* Leave the area quickly and in an orderly fashion, following your workplace’s emergency evacuation plan. Listen carefully for any additional instructions issued over the building’s public address system.
* Report to the designated meeting place once outside the building and wait for further information from your supervisor.
* Do not re-enter the building until it is deemed safe to do so by authorities.

For more information on emergency evacuation protocols, consult your supervisor.

# Tips for Using Battery-powered Tools

Battery-powered tools, sometimes referred to as cordless tools, can provide convenience when travelling to different job sites. Continued technological advancements have allowed battery-powered tools to become more powerful and efficient, enabling employees like you to perform a range of tasks with ease.

As these tools become increasingly available and more frequently utilised in the workplace, it’s essential to know how to operate them safely. Keep reading for more information on battery-powered tools and tips for proper use.

**Overview of Battery-powered Tools**

Battery-powered tools can be utilised for various job tasks. These tools run on different types of rechargeable batteries and offer increased portability. Common examples of battery-powered tools include drill drivers, saws and grinders.

**Safety Tips for Battery-powered Tools**

Every battery-powered tool presents unique hazards. Familiarising yourself with the proper use, maintenance and storage of these tools can help mitigate related safety risks. Follow these tips:

* **Review the manual.** Read the manufacturer’s instructions regarding how to use, store and maintain the tool properly. Never alter or remove the tool’s safety features.
* **Dress appropriately for the task.** Tie long hair back and avoid wearing loose-fitting clothes or jewellery that could get caught in the tool’s moving parts.
* **Wear personal protective equipment (PPE).** Ensure you wear appropriate PPE for the job, such as safety glasses, a dust mask, gloves, boots and hearing protection.
* **Conduct an inspection.** Check the tool’s condition before use. Make repairs or replacements as needed.
* **Confirm the work area is safe.** Ensure your work surface is stable, and keep the area clear of debris. Secure work materials with clamps or vices to allow both your hands to operate the tool. Keep your hands out of the line of operation.
* **Use the right battery.** Ensure the tool has the appropriately sized battery installed; only use manufacturer-approved batteries. Don’t use a battery if it’s damaged, has been modified or dropped, or has received a sharp blow. Safely dispose of batteries as needed.
* **Transport the tool with caution.** Grip the tool by the handle and keep your fingers off the switch when transporting the tool.
* **Avoid hand-arm vibration syndrome (HAVS).** Grip the tool lightly, keep your hands and fingers warm, and take regular breaks to reduce your risk of experiencing HAVS.

Battery-powered tools can be useful, but they must be operated correctly. Talk to your supervisor for more workplace safety resources.