

## 1. IDENTIFICATION OF THE WORK AND TASKS

Hand tool used to tighten or loosen screws by applying torque. Available in multiple types (slotted, Phillips, Pozidriv, Torx, etc.) and sizes. It is essential for assembly, maintenance, electrical, carpentry, and mechanical tasks.

A screwdriver is not a toy; it is a dangerous tool, and improper use may result in accidents and/or legal liability.

## 2. RISK ASSESSMENT

### 2.1. Risk Identification

- Tip slippage that may cause cuts or puncture wounds.
- Damage to the screw caused by using an unsuitable tip.
- Fatigue or repetitive strain when working with hard or long screws.
- Contact with electricity when working on electrical installations without protection.
- Injuries caused by using the screwdriver as a lever or chisel.
- Risk of electric shock and serious injury if used on a live electrical installation.

### 2.2 Risk Assessment

Hazard	Consequence	Probability	Severity	Risk
Dirty or wet tool	Slipping and cuts to hands or fingers	Medium	Medium	High
Use of unsuitable tip	Screw deformation	High	Low	Medium
Prolonged effort	Muscle pain or tendinitis	Medium	Medium	High
Electrical contact	Electrocution	Medium	High	High
Improper use	Risk of electrocution and/or serious injuries	Medium	High	High

### 2.3. Preventive Measures Against Identified Risks

- Use the appropriate tip for the type and size of the screw.
- Keep the tool clean, dry, and in good condition.
- Do not apply excessive force or use the screwdriver as a lever or punch.
- When working with electricity, use insulated screwdrivers certified for the installation voltage.
- Wear protective gloves when handling sharp or contaminated elements.
- Do not use under humid conditions, rain, or on wet floors without proper protection.

	<b>INSTRUCTION MANUAL SCREWDRIVERS</b>	Page	6
		Revision	00
		Date	15/05/2025
This manual is intended to <b>guide the user</b> in the safe and efficient use of this product.			

- If using the tool on electrical machines or installations, disconnect the machine from the power supply before use.
- Verify the absence of voltage.
- Use in properly illuminated areas.

#### **2.4. Corrective Measures in Case of Accident**

- Minor cut: Wash, disinfect, and cover with a dressing.
- Fatigue or muscle pain: Stop the activity, stretch, and seek medical advice if pain persists.
- Electrical incident: Disconnect the power supply, move away from the contact point, and seek medical attention.

#### **2.5. Evaluation of the Effectiveness of the Measures**

Observe the correct use of the tool. Verify that suitable models in good condition are being used. Reinforce good practices through periodic training.

### **3. INSTRUCTIONS FOR USE**

#### **3.1. Preparation for Use**

- Check that the tip is in good condition and not worn.
- Choose the correct screwdriver according to the type of screw and task.
- Ensure good lighting and adequate workspace.
- If using the tool on electrical machines or installations, disconnect the machine from the power supply before use.
- Verify the absence of voltage.

#### **3.2. Use**

- Place the tip correctly into the screw head.
- Tighten or loosen using firm and controlled movements.
- Keep the screwdriver shaft aligned with the screw to avoid slipping.
- Avoid forced wrist positions or movements.

#### **3.3. Warnings**

- Do not use if the handle is damaged or slippery.
- Do not use as a chisel, punch, or lever.
- Do not use non-insulated screwdrivers for electrical work.

	<b>INSTRUCTION MANUAL SCREWDRIVERS</b>	Page	6
		Revision	00
		Date	15/05/2025
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- Do not allow use by minors or untrained persons.



## 4. MAINTENANCE AND STORAGE

### 4.1. Cleaning

- Clean with a dry cloth after each use. If heavily soiled, use soap and water and dry completely.

### 4.2. Inspection

- Check the condition of the tip, handle, and joint. Replace if there are cracks, excessive wear, or loss of effectiveness.

### 4.3. Storage

- Store in a suitable box or holder. Do not mix with other tools that may damage the tip.

### 4.4. Recycling and Environment

- Dispose of at a recycling center as metal or mixed waste according to its composition.

## 5. CONTACT AND SUPPORT

If you have any questions or need additional assistance, please do not hesitate to contact our customer service department:

- **Email:** [comercial@bellota.com](mailto:comercial@bellota.com)
- **Telephone:** 0034 943 73 90 00
- **Website:** [www.bellota.com](http://www.bellota.com)

We appreciate your trust in our products and are committed to ensuring your safety and satisfaction.