



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 109: Safety Rules for Power Tools

Introduction: Power Tools are commonly used in the workplace today. Power Tools are widely used essential components found in the tool collections of plumbers, electricians, HVAC mechanics, and general construction workers. Properly used Power Tools accelerate production and increase profits. However, these tools are electrically powered and present dangerous situations if they are misused or are improperly maintained.

Most injuries involve the hands, fingers, eyes, and face; prolonged use without hearing protection can cause long-term hearing impairment. Follow these safety guidelines and procedures prior to putting any Power Tool into operation:

- *Do not allow anyone to use Power Tools that has not been properly instructed and approved in the processes of safe operation.*
- *Be familiar with your Power Tools. When using a new tool, or one that is foreign to you, take some time to "test-run" it and get a feel for its performance. Read and understand the operator's manual and follow its instructions. Prior to its use, do a visual and operational inspection to ensure safe mechanical function.*
- *Eye protection is extremely important and must always be worn when using Power Tools. When operations present potential eye injuries, adequate and appropriate protection must be selected. Use a face shield, protective goggles, or approved safety glasses depending on the job performed.*
- *Hearing protection is required due to the extreme noise levels generated, especially during extended operating sessions.*
- *Depending on the material being cut, gloves can be helpful and a respirator or dust mask may be required.*
- *Wear clothing appropriate for Power Tool use; avoid long, loose shirtsleeves, neckwear, or unfied long hair.*
- *Check that the electrical circuit to be used is of the proper rating and that cords, plugs, and fittings are intact and secure. All Power Tools must be grounded unless they are double insulated.*
- *Use only extension cords that are free of splices, taps, bare wires, or frayed and deteriorated insulation. Use 3-prong adaptors.*
- *Ensure all Power Tools are equipped with proper shields and guards, as recommended by the manufacturer. The guards are designed and engineered for the operator's safety.*
- *Operate only properly maintained equipment. Check that spring-loaded on/off trigger switch functions properly.*
- *If any operational problems are noted, remove the Power Tool from service and get it repaired immediately.*
- *When repairing tools, or changing blades, bits and/or cutters, always disconnect the power source.*
- *Remove chuck-keys or arbor wrenches before using the tool.*
- *When possible, always secure your work on a stable platform using clamps or vices.*
- *Unsafe practices and inadequate housekeeping create potentially dangerous work-zones; keep the work area free of trip hazards such as tangled power cords, cluttered material, scraps, stones, bricks, or other obstacles and obstructions.*
- *Be aware of your surroundings and always on the lookout for hazards. Avoid using Power Tools in a wet environment.*
- *Always use the proper tool for the job. When not in use, store tools in a dry, secure location.*



Safety at Home: Remember while working around the house, observe the same care and cautions with power tools. Most of us are careful and cautious workers and would never take chances while using Power Tools at work. However, when working around the house, we often take short-cuts and risk our own safety; it is just as easy to lose a finger at home as it is at work. In addition, children imitate our work habits and carefully observe our attitude toward safety.

Conclusion: Power Tools are an excellent accessory to any operation. If good sense and caution are not used, Power Tools can cause serious injury. Follow these safety guidelines to avoid hazardous situations.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheet Reviewed: _____ (Name of Chemical)

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____
These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.