



HAND & POWER TOOL SAFETY



Hand & Portable Power Tool Basic Safety Training

This training is best viewed in Internet Explorer 6.0 or above.

Introduction

Roughly 1 out of 12 industrial accidents involve the unsafe use of hand tools. These accidents are often caused by:

- Using the wrong tool for the job
- Using the right tool incorrectly
- Failure to use the appropriate Personal Protective Equipment (PPE)
- Failure to follow approved safety guidelines

Using tools safely allows you to save time, work more efficiently, and prevent injury to yourself and others. This can be accomplished by making sure you know how to recognize potential hazards and either correct them or report them to your supervisor.

General Hazards of Tool Use

Both hand and power tools present many potential dangers to your health:

Hazard	Potential Injury
Impacts from tools, machines, or moving parts	Bone fractures, concussions, internal organ damage
Rotating blades, drills, or cutting tools	Cut or punctured flesh
Objects & particles flying off tool operations	Impacts, particles in the eye
Getting body parts caught in gears, belts, shafts, etc.	Crushed bones and tissues
Injuries from a power tool's energy source	Burns, shocks, internal organ damage, fires & explosions

General Tool Safety

FIVE BASIC SAFETY RULES will go a long way towards keeping you safe. Most of the safe practices fall under these five rules:

1. Keep all tools in good condition with regular maintenance.
2. Use the right tool for the job.
3. Examine each tool for damage before use.
4. Operate according to the manufacturer's instructions.
5. Use proper Personal Protective Equipment.

More General Safety Tips

- If you're not sure how to operate a tool, or if you're not authorized to use it... then don't use it!
- Use tools only for their intended purpose to avoid damaging the tool or material you're working with.
- Before each use, inspect your tools. After every use, clean off oil, dirt or grime.
- Keep good footing and maintain good balance.
- Work areas should be kept clean, dry and well-lit.
- When possible, use a clamp or vise to secure the work item to leave both hands free to operate the tool.
- When using iron or steel tools, stay far away from flammable substances.

Personal Protective Equipment

Working with tools requires wearing the appropriate Personal Protective Equipment, or PPE, such as face shields, safety glasses with side shields, or gloves.

In addition, avoid loose clothing, ties, rings or jewelry. Tie back long hair. These can become caught in moving parts or conduct electricity during a malfunction.

OUR FACILITY REQUIRES THE USE OF INDUSTRIAL SAFETY GLASSES WITH SIDE SHIELDS AT ALL TIMES ON THE MANUFACTURING FLOOR.

Hand Tool Rules

- The greatest hazards are from misuse and improper maintenance. Watch out!
- Keep cutting edges sharp, because dull edges can actually be more dangerous.
- Select the right size tool for the job. Don't use cheaters.
- Carry tools correctly by pointing the cutting edges away from you, toward the ground. Never put sharp or pointed tools in your pockets.
- When working on ladders or scaffolding, make sure that you and your tools are secure and will not fall.
- Jacks must be set on a firm foundation and are designed only to temporarily raise or lower loads.

Portable Power Tool Safety

The most common injuries from power tools include burns, cuts, eye injuries, and sprains. These are generally caused by electric shocks, flying objects and particles, fire, falling tools, and gas explosions. Following these safety rules will minimize the risk of injury to yourself and your co-workers.

- Before plugging or unplugging tools, make sure the power switch is turned to "OFF".
- Protect cords and hoses. Don't use them to pull on or raise/lower tools. Inspect cords regularly; do not use if there are signs of damage.
- Electrical tools must be grounded, unless the tool is protected by an approved system of double insulation.
- Remove damaged tools from service immediately and tag "Do Not Use".

Portable Power Tool Safety (cont.)

- Only use manufacturer-recommended accessories and attachments.
- Disconnect tools from the power source...
 - ...when you're not using them
 - ...before cleaning, servicing, repairs, or adjustments
 - ...when changing blades, drill bits or cutters
- Hazardous moving parts must be guarded, such as belts, gears, shafts, and pulleys. Guards are required at:
 - points of operation
 - in-running nip points
 - rotating parts



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Conclusion

This concludes Hand & Portable Power Tool Basic Safety Training.

For more information, please consult either
your supervisor or the Safety Director.

Don't forget to complete and submit the quiz to Human Resources!