

Location: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## TOPIC C109: POWER TOOLS

**Introduction:** Power tools are used every day on the job, and they can cause serious injuries. Let's review the safety guidelines for using power tools:

- Always read, understand and follow the manual that comes with a power tool
- Use the right tool for the job. Don't use a tool for something it's not intended to do
- Inspect your tools for cracks or damage before using them
- Make sure all safety guards are in place and working properly. Never remove or modify any safety devices
- Remember, no matter how long you've been using a power tool overconfidence can cause injuries. Don't rush or take short cuts
- Make sure all bits, blades, and cutters are properly tightened before using a power tool
- Make sure the power switch is in the off position before plugging in a tool, and remember to remove adjusting keys and wrenches
- Make sure all cords and outlets are grounded, and that the outlet you're using has a GFCI
- Only use extension cords that are rated to handle more current than required by the tool. Keep the cord away from cutting edges. Never carry tools by the cord. Always pull the cord out by the plug, not the cord. Replace any frayed or damaged cord
- Never leave a power tool running unattended, keep tools unplugged when you're not using them
- Keep your hands away from moving parts, blades and cutters
- Always use clamps when possible. This will allow your hands to control the tool
- Keep all cutting tools sharp, this makes the tool easier to control and keeps it working at its best
- Don't over reach, or reach over a blade
- Always unplug tools before making adjustments, if necessary, let them cool down before working on it
- Turn off a tool immediately if there are any unusual noises or vibrations
- Never stand on a wet surface while operating a power tool. Don't allow an extension cord to sit in water
- Keep a multipurpose fire extinguisher in your vehicle or nearby
- Wear any PPE necessary for the for your work
- If you're working with a noisy tool or in a noisy environment, wear earplugs or ear muffs
- Wear a NIOSH approved dust mask or respirator when exposed to dusts, toxic fumes and vapors
- Wear safety shoes or boots with non-slip soles, and if necessary, with toe protection
- Wear the proper gloves when necessary
- Don't wear loose fitting clothing or other items that could get caught in the tool
- Keep a first-aid kit in your vehicle

**Conclusion:** Communicate with your co-workers before starting loud power tools. Use these safety guidelines to make sure you're using power tools safely.

**Employee Attendance:**(Names or signatures of personnel who are attending this meeting)

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These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.