

HAND & POWER TOOL SAFETY

If you work with hand or power tools, it's critical for you to know how to use and work with them safely. This *Safety Talk* provides general awareness tool safety training.

Source: [OSHA Hand and Power Tools Booklet](#).

OSHA states these five basic safety rules can help prevent hazards associated with hand and power tools:

- 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 and do not use damaged tools.
- 4) Operate tools according to the manufacturers' instructions.
- 5) Provide and use the right personal protective equipment.

HAND TOOLS

Hand tools are tools that are powered manually. The most significant hazards caused by hand tools are due to misuse and improper maintenance. Never use a tool with out prior training.



- Only use hand tools for their specific purpose.
- Conduct a pre-use tool inspection to identify any defects (damaged handle, dull blade, etc.).

- Don't use defective tools and immediately report it to your supervisor.
- Always keep hand tools clean.
- Wear the required eye and face personal protective equipment (PPE).
- Conduct proper housekeeping practices when the use of the hand tool generates waste (sawdust, metal filings, etc.).

POWER TOOLS

Power tools can be very hazardous when used improperly. They must be fitted with guards and safety switches.



Types of power tools include electric, pneumatic, hydraulic, powder-actuated, and liquid fuel. Review the OSHA booklet for additional training on the specific types of power tools.

General precautions include:

- Never use a tool if the safety guard is altered or removed. Remove all damaged tools from use.
- Don't carry a tool by the cord or hose and don't yank to disconnect.
- Keep cords/hoses away from heat, oil, and sharp edges.

POWER TOOLS CONTINUED

- Disconnect tools when not in use, when servicing, or when changing accessories.
- Keep others at a safe distance from work area.
- Secure work with clamps to free hands.
- Do not hold fingers on the switch button.
- Maintain good balance when operating.
- Avoid loose clothing, ties, jewelry, etc.

GUARDS

- Check to ensure the exposed moving parts of power tools are safe guarded (belts, gears, sprockets, flywheels, chains, etc.)
- Never remove guards when a tool is in use.

ELECTRIC TOOLS

- Operate within design limitations.
- Use gloves and safety footwear.
- Store tools in dry place when not in use.
- Do not use in damp or wet locations unless approved for that purpose.
- Keep work areas well lit and ensure cord placement does not present a tripping hazard.



PNEUMATIC TOOLS

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.



Pneumatic tools must be checked to ensure the tool is fastened securely to the air hose.

- The same precautions should be taken that are recommended for electric cord tools.
- Eye, head, and face protection should be utilized.
- Never point compressed air guns toward anyone.
- A chip guard must be used when compressed air is used for cleaning.

This *Safety Talk* provides awareness level tool safety training. Review the [OSHA Hand and Power Tools Booklet](#), for additional information on other types of power tools, such as liquid fuel tools, powder-actuated tools, and hydraulic power tools.

If this information is unclear or if you have any additional questions, please talk to your supervisor.