Power Tools

Safety Meeting Packet

Power tools are common to the workplace, but it is important to be mindful of the hazards and potential for injury if they are not used properly. Workers that use power tools are exposed to the hazards of falling, flying, abrasive, and splashing objects, or to harmful dusts, fumes, mists, vapors, or gases. Following a few simple rules and guidelines can reduce the likelihood of a power tool-related work injury.

Basic Safety

There are five basic safety rules that will help prevent accidents and injuries associated with the use of power tools.

- Perform regular maintenance on all tools to keep them in good, working condition.
- Always use the correct tool for the job.
- Evaluate tools for damage before use and never use damaged tools.
- Operate tools according to the manufacturers' instructions.
- Provide and use the appropriate personal protective equipment for each tool.

Employees and employers should work together to establish safe working procedures. If a hazardous situation is encountered, it should immediately be brought to the attention of the proper individual to address reducing or eliminating the hazard.

Reduce Hazards

To protect against hazards that may be encountered while using power tools, appropriate personal protective equipment, such as safety goggles and gloves, must be worn at all times.

Power tools must be fitted with guards and safety switches. They are extremely dangerous when used improperly and without such guards.

Hazards associated with the use of power tools can be reduced if workers would observe the following precautions:

- Keep workplace floors clean and dry to prevent slips, trips, and falls while working with or around power tools.
- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle or the power tool itself.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools from the power source when not in use or before servicing, cleaning, or changing accessories like blades, bits, and cutters.
- Individuals not involved with the work should be kept a safe distance from the work area.
- Keep hands free to operate the tool by using clamps or a vice to secure materials.
- Do not hold the tool with fingers near the power switch to avoid accidental starting.
- Maintain good footing and balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts and should not be worn.
- Remove all damaged electric tools from use and tag them with "Do Not Use".

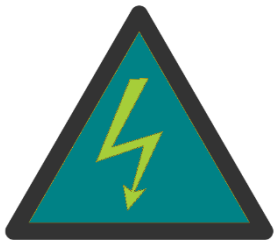
Guards

Any exposed moving parts of power tools need to be safeguarded. Any reciprocating, rotating, or moving parts must be guarded, including belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, and chains. Safety guards must never be removed when a tool is in use.

Machine guards must be provided and used to protect the operator and others from the following hazards:

- Point of operation (where the work is performed on the material)
- In-running nip points (points between rotating components)
- Rotating parts
- Flying chips and sparks

Electric Tools



Among the most serious hazards when using electric tools, is the potential for electrical shock. Electrical shocks can lead to injuries from burns to heart failure, and can indirectly lead to other injuries. For example, an electric shock may cause an individual to fall off a ladder or other elevated work surface and sustain an injury from the fall. Even a relatively small amount of electric current can result in fibrillation of the heart and death.

To protect an employee from shocks and burns, electric tools must have a three-wire cord that is plugged into a grounded receptacle. These cords must be double insulated, or powered by a low-voltage isolation transformer. Three-wire cords contain two current-carrying conductors and a grounding conductor. If an adapter must be used to accommodate a two-hole receptacle, ensure that the adapter wire is attached to a known ground. The third prong must never be removed from the plug.

Use double-insulated tools to provide protection against electrical shock when third-wire grounding is unavailable. Double-insulated tools have an internal layer of protective insulation that completely isolates the external housing of the tool, creating an extra layer of protection between the worker and the electric source.

Incorporate these general practices when using electric tools:

- Do not exceed the manufacturer's recommended limitations of the tool.
- Use gloves and appropriate safety footwear.
- Store tools in a clean, dry place when not in use.
- Do not use in damp or wet locations unless they are approved for use near water.
- Ensure all work areas have appropriate lighting.
- Keep cords from creating a tripping hazard.

Ground-fault circuit interrupters or an assured equipment-grounding conductor program must be in place for all employees in the construction industry who use electric tools.

Liquid Fuel Tools

Tools that utilize liquid fuel (typically gasoline) pose additional hazards that must be considered. Shut down the engine before refueling or servicing the tool and allow the engine to cool before adding fuel to avoid combustion of flammable vapors. Always use approved flammable liquid containers to transport and store fuel.

When used in enclosed locations, ensure proper ventilation, and/or wear the appropriate respirators. Always keep fire extinguishers available in the work area.

Hydraulic Power Tools

Generally, the fluid used in hydraulic tools must be an approved fire-resistant fluid and must retain its operating characteristics at high temperatures. Hydraulic fluids used in tools that are operated on or around energized lines must use insulating hydraulic fluid.

Ensure that the manufacturer's recommendations for a safe operating pressure are not exceeded for valves, pipes, hoses, or other fittings.

For more information, see the OSHA Power-Operated Hand Tools Standard 29 CFR 1926.302.

Power Tools

Safety Meeting Attendance Acknowledgement

Company Name _____

Department / Division _____

Meeting Date & Time _____ _____ ☐ AM ☐ PM

Meeting Location _____

Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

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Internal Procedures Reviewed:

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By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
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(Sign):	(Sign):	(Sign):
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Employees Not Present: _____

Suggestions/Recommendations to Improve Workplace Safety and Health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.