



Company Name: _____ Job Site Location: _____

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

Topic 109: Safety Rules for Power Tools

Introduction: Power tools can cause serious injuries. Following are safety guidelines for all workers that use power tools on the job:

- **Always** read, understand, and follow the manual that comes with a power tool.
- **Use** the right tool for the job. Do not force a tool to work beyond its ability to perform. Inspect the tool for cracks or damage.
- **All guards** must be in place and operational. Do not remove or alter the guard that is on the tool. Never remove any safety devices.
- **Remember**, no matter how long you have been using a power tool, overconfidence can lead to injuries. Do not rush or take short cuts.
- **Make sure** all bits, blades, and cutters are properly tightened before operations begin. All fittings and adjustments must be locked in place. Work only with double-insulated or properly grounded tools.
- **Before** plugging in a tool, make sure the power switch is in the off position. Remove adjusting keys and wrenches.
- **Make sure** all cords and outlets are grounded. The outlet must have a ground fault circuit interrupter (GFCI). When there is a power leakage, a GFCI will stop the power immediately. This stops any potential for a fatal electrical shock.
- **Extension cords** should be rated to handle more current than required by the tool. Keep the cord away from cutting edges. Never use the cord to carry tools. Always pull the cord out of the plug by the plug, not the cord. Replace any frayed or damaged cord.
- **Make sure** the electrical circuit is the one rated for the tool. Test-run the tool before applying it to the job at hand.
- **Never** leave a power tool running while unattended. Keep tools unplugged when not in use.
- **Remember**, know where your hands are at all times. Keep them 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. Control is the greatest when the tool is working at its best. Less effort is exerted.
- **Do not** over reach. You may lose your balance and control of the tool. Never draw a sharp edged tool toward you unless it is absolutely necessary. Do not reach over a blade. Keep the work area free of trip hazards. Remove obstacles in the immediate area.
- **Always** unplug the tool before making adjustments, or changing parts or blades. Let the tool cool down before working on it.
- **Turn off** the tool immediately when there are any unusual noises or vibrations.
- **Make sure** the work area is well lighted. Poor lighting and shadows can cause fatigue.
- **Never** stand on a wet surface while operating a power tool. Do not allow an extension cord to sit in water.
- **Keep** a multipurpose fire extinguisher (rated A-B-C) in your vehicle or nearby. Check the pressure gauge monthly. Recharge or replace when needed. Read the material safety data sheets (MSDS) where chemicals are present.



Personal protective equipment: Always make sure that the working area is properly ventilated.

- **Safety glasses** are for eye protection. Safety goggles are enclosed on the sides giving you better eye protection. Safety goggles can be worn over prescription glasses. A face shield provides full protection.
- **Hearing** can be damaged by long term exposure to loud noise. Wear ear plugs (moderate) or ear muffs for loud noise levels.
- **Wear** a NIOSH approved dust mask, or respirator with exchangeable cartridges, when exposed to dusts, toxic fumes, and vapors. Changeable color coded cartridges enable you to filter out specific dusts and fumes.
- **Wear** safety shoes or boots with non-slip soles. Some jobs require toe protection. Wear the proper gloves when necessary.
- **Do not** wear loose fitting clothing. Roll long sleeves up. Keep long hair tied back and under a hat. Remove all loose jewelry. Moving parts can pull in clothes, hair, and loose objects, causing severe injuries to the operator.
- **Keep** a first-aid kit in your vehicle. Make sure it contains all the proper supplies, an eye wash solution, and an up-to-date listing of emergency medical phone numbers.
- **Use** a shop vac to eliminate dust hazards that build up over time. Dusts can create the potential for an explosive atmosphere.



Conclusion: Communicate with co-workers before starting loud power tools. Utilize these safety guidelines to ensure safe operations.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheets 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.