

TOOLBOX TALK

HAND & POWER TOOLS

It is often easy to overlook the hazards associated with common tools that are used on a daily basis. With this talk we hope to increase your awareness of the potential hazards of these tools and provide information on how to minimize these hazards.

Pre Inspection Use (Done before every use):

- Check for damaged or cracked housing, check power source and bits/accessories; dull blades are often more dangerous than sharp blades.
- Check for missing guards or protective devices.
- Check for leaking gasoline, oil or other fluids.
- Check the overall condition of tool(s).
- Check if tool has a 3-wire cord; if not, is it double-insulated?
- Ensure that the work area is free of any potential trip hazards.
- Check work area housekeeping: do not underestimate the importance of a clean work area.

Proper Use:

- Ensure you are wearing the correct PPE.
- Eye protection should always be worn.
- Use the proper tool for the job.
- Follow the manufacturer's instructions.
- If unsure about use, ask a supervisor or coworker for clarification.
- Ensure tools are not pointed at, or operated in close proximity to, other individuals.
- Use spark-resistant tools when working near a fuel source.
- Do not use excessive force to cut/drill through hard materials.
- Gasoline/Mixed Fuel Powered Tools should be used only in well-ventilated areas, and must be off and cool when re-fueled.
- Disconnect the power source after use.

Storage:

- Drain fluids (gasoline) if equipment will be in storage for an extended period of time.
- De-energize tool prior to storage (includes removing air pressure, hydraulic pressure and removing loads).
- Store electric-powered tools in dry areas.
- Store flammables in accordance with applicable regulations (527CMR6).

Group Discussion:

- Has anyone in the group been injured by a power tool or had a close call? How could this injury have been avoided or prevented?

- What tools present the greatest hazard in your department? How can you minimize these risks?
- Are there any tools that need to be repaired or discarded? If so take time to do this immediately after the talk.