

# The Supervisor's Guide To **OSHA** REGULATIONS

today's  
topic:

# TOOL SAFETY



## SAFETY MEETING SCRIPT

### What You Should Know About Hand And Power Tools

“According to the experts, misuse and improper maintenance are probably the most significant hazards you face when working with hand tools. Hand tools include anything from screwdrivers and axes to hammers and wrenches. We usually don’t think of these tools as hazardous equipment, maybe because they are powered manually. However, they can cause serious injuries.

For example, suppose one of you uses a chisel in place of a screwdriver just because the chisel was handy. This could cause the chisel’s tip to break off, potentially striking you or someone else.

Tools can also cause injury when they’re in poor condition. For example, suppose the head of the hammer that you’re using is loose because of a damaged handle. The head can become a dangerous projectile.

#### Hand Tool Safety Tips

Let’s talk about some of the simple things we can do to prevent hand tool accidents:

- ✓ When using saw blades, knives or other tools, direct the tools away from aisles and from others working in close proximity.
- ✓ Knives and scissors must be sharp. Dull tools can actually be more hazardous than sharp ones.
- ✓ Remove cracked saw blades from service.
- ✓ Never use wrenches when the jaws are sprung to the point that slippage occurs.
- ✓ Impact tools, such as drift pins, wedges and chisels, must be kept free of mushroomed heads and the wooden handles of tools must not be splintered.
- ✓ Iron or steel hand tools can produce sparks that serve as ignition sources around flammable substances. Where this hazard exists, use spark-resistant tools made of non-ferrous materials.
- ✓ Always wear appropriate personal protective equipment, such as safety goggles and gloves, to protect against hazards you may encounter while using various hand tools.

- ✓ Help keep our workplace floors as clean and dry as possible. This will help prevent accidental slips and falls with or around dangerous hand tools.

#### Power Tool Pointers

When electricity or some other power source, such as pneumatic, liquid fuel, hydraulic or powder-actuation, comes into play, tools become even more hazardous. Let’s talk about some of the more important points related to power tools:

- ✓ Be sure power tools are fitted with guards and safety switches.
- ✓ Never carry a tool by its cord or hose.
- ✓ Never yank the cord or hose to disconnect it from the receptacle.
- ✓ Keep cords and hoses away from heat, oil and sharp edges.
- ✓ Disconnect power tools when you are not using them, before servicing and cleaning them and when you are changing accessories, such as blades, bits and cutters.
- ✓ Keep all people who are not involved with the work at a safe distance from the work area.
- ✓ Secure work with clamps or a vise, freeing both of your hands to operate the tool.
- ✓ Avoid accidental start-ups. One simple way to do this is to avoid holding your fingers on the power switch button while carrying a plugged-in tool.
- ✓ Maintain tools with care. Keep them sharp and clean for best performance.
- ✓ Follow the instructions in the user’s manual for lubricating and changing accessories.
- ✓ Maintain good footing and good balance while you are operating power tools.
- ✓ Wear proper apparel for the task you are performing. Loose clothing, ties or jewelry can get caught in moving parts.
- ✓ Remove all damaged portable electric tools from service and tag them, “Do Not Use.”

Tool safety is mostly up to those of you who use tools on a routine basis. Do a quick check of them before and after using them.

Thanks for your attention.  
Have a safe day.”