

## Safety Meeting

# Power Tools



Company: \_\_\_\_\_ Presenter: \_\_\_\_\_ Date: \_\_\_\_\_

Power tools are handy helpers that people use for a variety of purposes in all settings. They come in different styles and sizes from small home-use models to heavier commercial varieties. These tools are useful time savers, but they're also deceptive. They can deliver a paralyzing, or even deadly shock. They can slash, cut and mangle, sometimes easier than larger, stationary machines.

It's easy to forget the potential dangers of power tools because they are usually small, portable and commonly found around the home or shop. Many times they're not treated with enough respect, and they are frequently left lying around in unsafe places.

We should be as careful with power tools and portable electric tools as we are with any other dangerous machinery. Review and remember the following precautions:

- Power tools should never be pointed at anyone, even in fun or when unplugged. There is no excuse for fooling around with potential danger in the workplace.
- Keep fingers well away from switches or buttons when tools are not being used, and unplug or deactivate tools not in use. A power tool can be turned on accidentally, penetrating a hand, arm or leg.
- Don't unplug power cords by pulling on the cord, or raise or lower the equipment by the cord. This can damage the cord and cause the tool to short when reconnected.
- Always check the condition of cords. Don't let them drag on the floor, or fasten them with staples, nails or other means that could damage them.
- Use proper PPE - such as safety glasses when cutting, a dust mask when creating dust and hearing protection when noise levels are high.
- Choose the right tool for the job; inspect it for damage and adjustment and make sure all guards are in place. Remove any damaged equipment from use
- Be sure switches are in the off position before you plug tools into an outlet or change parts.
- Make sure the power tool has stopped running before placing it on the ground or a surface that you're working on.
- Only 3-prong grounding extensions are to be used for equipment and plugs must be matched with outlets.
- When working in wet areas or areas that contain flammable liquids use only specified approved tools. Don't unplug or plug equipment with wet hands.
- If you are working at home keep small children away from power tools and the work area. Curious children could hurt themselves or someone else.

Power tools are invaluable, timesaving devices when used properly, but careless or improper use can cause severe injury or death. Always follow safety instructions when

operating power tools.

SAFETY REMINDER: The Power is in Your Hands - Use It Safely!

Employee Signatures
