



# ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



*Loss Control Division*

## POWER TOOL SAFETY

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Department: \_\_\_\_\_ Person conducting: \_\_\_\_\_

*Meeting Objective:* To focus employees' attention on the special hazards presented by portable power tools and to review the basic safety rules concerning their use.

Portable power tools are divided into five groups according to their power source. Review the five groups and some of the special hazards they pose:

1. Electric tools (electric shock hazard)
2. Pneumatic tools (noise, flying chips)
3. Gasoline-powered tools (fuel hazards)
4. Hydraulic tools (leaks, pressure hazards)
5. Powder-actuated tools (accidental discharge, ricochets, ignition of explosive, flying particles)

Many of the safety hazards associated with portable power tools are in some ways greater than those posed by stationary machines. Review the following hazards:

1. Portable power tools are difficult to guard completely.
2. Portable power tools have great mobility, and this increases the risk of moving parts coming in contact with the operator's body.
3. Portable power tools can be easily dropped or mishandled, this greatly increases the risk of damage to a tool that is not readily apparent.
4. A Portable power tools source of power, (electrical, hydraulic, etc...), comes in close contact with the operator.

Review the following basic safety rules for power tools:

1. Tools should be maintained with care. They should be kept sharp and clean for the best performance. Follow the maintenance instructions in the user's manual.
2. Do not use a tool that smokes, smells, sparks, shocks or does not work properly. All tools that are damaged should be removed from use and tagged "DO NOT USE."
3. Ground all tools unless they are double-insulated.
  - A. Ground fault circuit interrupters should be used at all job sites.
  - B. Be sure that ground prongs have not been removed from electrical plugs.
4. Keep all guards in place, properly adjusted, and in working order.
5. Suspend cords and hoses over aisles where they won't pose tripping hazards; if laid across floor, protect them with wooden strips or special raceways.
  - A. Don't hang cords or hoses over nails, bolts, or sharp edges.
  - B. Never carry a tool by the cord or hose.
  - C. Use extension cords only when necessary and when rated adequately for the job.
6. Use the right tool for the job; never use an undersized tool.
7. Always keep your work area clean. Keep tools away from oil, chemicals and hot surfaces.

8. Don't overreach - keep proper footing and maintain good balance.
9. Disconnect tools when not in use, before servicing and when changing accessories such as blades, and cutters.
10. Remove adjusting keys and wrenches before turning tool on.
11. Avoid accidental starting - don't carry a plugged-in tool with your finger on the switch.
12. Use clamps or a vice - not your hands - to secure your work.
13. The proper apparel should be worn. Loose clothing, ties and jewelry can become caught in moving parts.
14. Powder-actuated tools should be used ONLY by trained, certified employees.
15. In order to prevent flying hazards, no stud or attachment should be driven using a "powder actual tool without first making sure that it will not pass completely through the material being driven into.
16. Do not by-pass safety interlocks or tie down "dead man" controls.

Always use the appropriate personal protective equipment when using power tools.

1. Safety goggles/glasses, as specified, if a job can send metal particles, dust, shavings, screws or nails flying.
2. Safety shoes, to protect feet from dropped tools and parts.
3. Respirators to protect lungs when required.
4. Gloves, to protect hands from punctures, provided there is no risk of catching them in moving part losing control of the tool.
5. Hearing protection.

*At this time, discuss the tools used in your workplace, the hazards associated with the use of those tools, and what can be done to minimize those hazards.*

SIGNATURES OF ALL THOSE IN ATTENDANCE


**NOTE:** This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.<sup>1</sup>

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