



Weekly Safety Meeting

Your Safety Is Our Business®

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Electrical Power Tool Safety

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. These tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous; they have the potential to cause severe injuries when used or maintained improperly. Special attention to hand and power tool safety is necessary in order to reduce or eliminate these hazards.

Because they are extremely hazardous when used improperly, power tools must be fitted with guards and safety switches. To protect the user from shock, tools must either have a three-wire cord with ground and be grounded, be double insulated, or be powered by a low-voltage isolation transformer.

The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.

Portable, bench mounted, or floor mounted power tools and equipment need routine maintenance, inspection, and adjustments to ensure safe operation. Tool bits, blades and other changeable parts must be kept sharp and free from damage. Electrical systems, belts & pulleys, and gears must be properly guarded to prevent exposing employees to hazards.

Read the manufacturer instructions (manual) to understand the tool's proper applications, limitations, operation, and hazards before using the tool.

Safe Work Procedure:

- Use the correct tools for the job. Do not use a tool or attachment for something it was not designed to do. Select the correct bit, cutter, or grinding wheel for the material with which you are working.
- Inspect tools, power cords, and electrical fittings for damage prior to each use. Repair or replace damaged equipment.
- Switch tools off before connecting to a power supply.
- Disconnect the power supply before making adjustments.
- Make sure tools are either properly grounded or double-insulated. Grounded tools must have a three-wire cord with a three-prong plug. This plug must be plugged into a properly grounded three-pole outlet.
- Don't break off the third (ground) prong on a plug.
- Test electrical tools and cords for effective grounding with a continuity tester before use.
- Replace open-front plugs with dead-front plugs. Dead-front plugs are sealed and pose less danger of electric shock or short circuit.
- Don't bypass the tools ON/OFF switch by connecting and disconnecting the power cord.
- Suspend power cords over walkways or working areas wherever possible to eliminate tripping hazards.



- Don't use extension cords as permanent wiring. They must only be used to temporarily supply power to an area that doesn't have a power outlet.
- Don't allow vehicles or equipment to pass over unprotected power cords. Cords should be put into electrical conduits or protected by placing them between two pieces of lumber of suitable strength.
- Keep power cords away from heat, water, and oil.
- Don't use light-duty power cords for heavy load applications.
- Don't carry electrical tools by the power cord.
- Don't disconnect the power supply by pulling or jerking the cord from the outlet. Pulling the cord rather than the plug may result in electric shock and can damage the wiring inside the cord.
- Don't tie knots in power cords. Knots can cause short circuits and electric shocks. Loop the cords or use a twist lock plug.
- Don't clean tools with flammable solvents.
- Don't operate electrical tools in an area containing high levels of explosive vapors or gases.
- Don't overload the circuit by plugging several power cords into one outlet.

ALWAYS: Operate power tools within their design limitations, according to manufacturer instructions.

Don't be a fool! Inspect your electrical tools!!

