

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C109: Power Tools

Introduction: Power tools can cause serious injuries. Following are safety guidelines for all workers that use power tools on the job:

- Always read, understand, and follow the manual that comes with a power tool.
- Use the right tool for the job. Do not force a tool to work beyond its ability to perform. Inspect the tool for cracks or damage.
- All guards must be in place and operational. Do not remove or alter the guard that is on the tool. Never remove any safety devices.
- Remember, no matter how long you have been using a power tool, overconfidence can lead to injuries. Do not rush or take short cuts.
- Make sure all bits, blades, and cutters are properly tightened before operations begin.
- Before plugging in a tool, make sure the power switch is in the off position. Remove adjusting keys and wrenches.
- Make sure all cords and outlets are grounded. The outlet must have a ground fault circuit interrupter (GFCI). When there is a power leakage, a GFCI will stop the power immediately.
- Extension cords should be rated to handle more current than required by the tool. Keep the cord away from cutting edges. Never use the cord to carry tools. Always pull the cord out of the plug by the plug, not the cord. Replace any frayed or damaged cord.
- Never leave a power tool running while unattended. Keep tools unplugged when not in use.
- Remember, know where your hands are at all times. Keep them away from moving parts, blades, and cutters.
- Always use clamps when possible. This will allow your hands to control the tool.
- Keep all cutting tools sharp. Control is the greatest when the tool is working at its best. Less effort is exerted.
- Do not over reach, or reach over a blade.
- Always unplug the tool before making adjustments. Let the tool cool down before working on it.
- Turn off the tool immediately when there are any unusual noises or vibrations.
- Never stand on a wet surface while operating a power tool. Do not allow an extension cord to sit in water.
- Keep a multipurpose fire extinguisher (rated A-B-C) in your vehicle or nearby.
- Wear any personal protective equipment necessary for the task at hand (gloves, eye protection, hard hats, etc.)
- Hearing can be damaged by long term exposure to loud noise. Wear ear plugs or ear muffs for loud noise levels.
- Wear a NIOSH approved dust mask or respirator when exposed to dusts, toxic fumes, and vapors.
- Wear safety shoes or boots with non-slip soles. Some jobs require toe protection. Wear the proper gloves when necessary.
- Do not wear loose fitting clothing or objects (e.g. jewelry and hair) that could present a catch hazard.
- Keep a first-aid kit in your vehicle.

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Conclusion: Communicate with co-workers before starting loud power tools. Utilize these safety guidelines to ensure safe operations.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

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_____	_____	_____
_____	_____	_____
_____	_____	_____
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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.