

Safety Bugle



Today's Topic: Hand and Power Tools

Tools are such a common part of our lives it is hard to remember that they can be hazardous. All tools are manufactured with safety in mind but, a serious accident often occurs before steps are not taken to avoid or eliminate tool-related hazards. Here are Safety tips to remember:

ELECTRICAL POWERED TOOLS

- Do not use power equipment or tools on which you have not been trained.
- Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
- Do not carry plugged-in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray-booth.
- Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
- Do not connect multiple electrical tools into a single outlet.
- Do not run extension cords through doorways, through holes in ceilings, walls or floors.
- Do not drive over, drag, step on or place objects on a cord.
- Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.
- Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
- Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
- Ensure all power tools and extension cords are protected with a functional ground fault interrupter (GFI) outlet or GFI protected circuit breaker.

- Do not operate a power hand tool or portable appliance if the ground pin from the three pronged power plug is missing or has been removed.

PNEUMATIC TOOLS

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the airline before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect airline when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

HAND TOOLS

- Use tied-off containers to keep tools from falling off of scaffolds and other elevated work platforms.
- Keep the blades of all cutting tools sharp.
- Carry all sharp tools in sheaths or holsters.
- Tag worn, damaged or defective tools "Out of Service" and do not use them.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not chop at heights above your head when working with a hand axe.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not use "cheaters" on load binders or "boomers."
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.