# SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

2024

## Hand and Power Tools

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. The employer is responsible for the safe condition of tools and equipment used by Associates, but the Associates have the responsibility for properly using and maintaining tools.

#### GENERAL REQUIREMENTS

- Use the right tool for the job. Match the tool to the task.
- Examine all tools for damage before each use. Inspect power cords. If damage is found, take the tool out of service and report the condition to your supervisor.
- Read the tool's instruction manual, and follow use and maintenance guidelines.
- All power tools shall have a 3-prong grounded plug or be double-insulated. All power tools shall be UL listed.
- Make sure all safety guards and devices are in place.
- Always wear the appropriate personal protective equipment. Safety glasses and gloves should be worn while operating most power tools. Other PPE may also be necessary.
- Avoid using power tools in wet or damp environments. Utilize a GFCI when necessary.
- Unplug tools before installing, adjusting and changing any accessory or attachment.
- Maintain solid footing and good balance when using tools. Hold or brace the tool securely. Be aware of your surrounding environment.
- Ensure power tool accessories are specific for the tool it's to be used with.

### SPECIFIC REQUIREMENTS

- Keep fingers away from saw blades. Clamp materials down and keep all guards in place.
- Do not use compressed air to clean people.
- All hand grinders must be used with the guards and handles in place.
- Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- The wooden handles of tools shall be kept free of splinters or cracks.
- Before an abrasive wheel is mounted, it should be inspected closely to be sure that it is free from cracks or defects.
- Where flammable atmospheres exist, spark-resistant tools made from brass, plastic, aluminum, or wood will prevent ignition sources.

#### TRAINING

All users of hand and power tools must receive initial training on how to safely operate the tool.

One of the key issues associated with hand tool safety is choosing and using the right tool. Unfortunately, many people use tools improperly at home, where they improvise with what they have on hand. Also, many people view hand tools as simple to use, so there is little concern for safety. In reality, a person using hand tools, no matter what they are, should always follow safety precautions.

Approximately 8 percent of industrial incidents result from the improper use of hand tools, according to studies. Injuries range from simple cuts, contusions and abrasions to amputations, fractures and punctures. Below are examples of improper use of hand tools. Have you used any of these?

- Pushing rather than pulling a wrench to loosen a tight fastener.
- Holding an item you are working on in one hand while attempting to remove a screw with a screwdriver in the other hand.
- Cutting toward your body with a cutting tool
- Using dull cutting tools.
- Using a tool not sized properly for the job (e.g., sockets that are slightly larger than the fastener).
- Not only do you need to utilize the tool properly, but it needs to be in good shape. Take a moment before using any hand tool to ensure that it is in good shape. Things to look for include:
- A hammer with a chipped head and/or with a loose or broken handle;
- A screwdriver with a worn or broken tip;
- Any cutting tool with a dull surface;
- Chisels with a mushroomed head;
- Tools that have had their temper removed

Hand tools can be as dangerous as power tools. Make sure you use them correctly.

Name	Signature	Name	Signature