

## Powered Hand Tool

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 employees, but the employees 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. If damaged, take the tool out of service and report it.
- Take the time to read the manual or learn how to maintain the equipment safely.
- All power tools must have three-ground prongs or double insulated.
- Make sure any and all safety guards are secure and in place before use.
- Always wear the appropriate PPE when operating any hand power tool.
- Avoid using power tools in wet or damp environments and use a GFCI when necessary.
- Do NOT wear loose clothing, dangling objects, or jewelry. All long hair must be restrained as well.
- Unplug tools before installing, adjusting, or changing any attachment or accessory.
- Always be aware of your surroundings, maintain firm footing and balance when operating any tool.
- Do NOT mix and match accessories that are designed to operate on a different tool.

### Specific Requirements:

- Keep fingers away from saw blades. Be sure to clamp material down and keep all guards in place.
- Do NOT use compressed air to clean off people.
- When performing electrical work, double check the tools insulation and its rating.
- When using pneumatic tools, a safety clip or retainer must be installed to prevent hoses from coming apart.
- All hand grinders must be used with the guards and handles in place.
- Impact tools shall be kept free of cracks, large chips, and mushroomed heads.
- Wooden handle or shaft tools must be kept free of splinters and cracks.
- All attachments should be inspected prior to use for cracks, defects, or serious damage.
- Use spark-resistant tools or materials when a potential flammable atmosphere is present.

### Training and General Safety:

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