

Information Bulletin

NUMBER 18

Portable Power Tools

Safety with Power Tools

Power tool training, use and safety include many of the same factors you would associate with hand tools.

- Use only the proper tools for the job
- Store them properly in a clean, dry location free from humidity
- Keep them in good condition and inspect them regularly
- Use vises and clamps to hold small objects
- Provide adequate lighting, practice good housekeeping, and wear the proper personal protective equipment.

As with all tools, there are certain concerns governing electrical power tools. These are a few important “musts”. They are as follows:

- **Read** the owners manual prior to first time use.
- **Avoid** working with electrical power tools in damp or wet areas. If this cannot be avoided, always wear gloves and footwear designed for use when working with electricity.
- **Tools** should not be used unless you have been properly trained to do so.
- **Examine** the tool to insure that there are no damaged parts that require replacement. Inspect screws, nuts, bolts and moveable parts to insure that they are tightened properly.

- **Power Switch** should be checked to insure that it is “OFF” prior to plugging the tool in.
- **PPE’s** - always wear Personal Protective Equipment (PPEs) as dictated by the assigned job. These can include face shields, disposable masks, safety goggles or gloves.
- **Electrical tools** must always protect the user from electrical shock or electrocution. This can be done by providing “double-insulated” tools, three-wired cords *with the ground wire connected*, and/or use of a ground fault circuit interrupter.
- **Cords** - never carry tools around by the cord; never disconnect them by “yanking” on the cord. Always disconnect power tools when they are not in use and before servicing them or charging accessories.
- **Damaged electrical power tools** *must* be removed from service immediately and tagged “Do not use”. Remember that the employer is ultimately responsible for seeing that defective tools are removed from the job site, replaced and/or repaired.
- **Items** such as rings, jewelry or loose clothing should not be worn when operating power tools.
- **While working on scaffolds or ladders**, rest the power tool in a bin that is secured to the ladder and/or rest it on a flat surface.