

SafetyTalk

Topic: Hand and Power Tools

Injuries from hand and power tools are common in manufacturing, construction, landscaping and even educational institutions with industrial arts programs. Follow the guidelines below to help reduce the risk of injury in settings that use hand and power tools.

General Safety Tips

- Supervisors should limit routine involvement so to stay focused on proper use of equipment and procedures
- Unauthorized persons should not be allowed in active work areas
- Always maintain clear pathways
- Never carry small tools such as a scraper, chisel, screwdriver, etc. in pockets
- When handing tools to another person, always offer the handle of the tool
- Ensure work surfaces are level and solid
- Keep tools in good working order with regular maintenance and repair
- Cords should be intact – remove equipment with damaged cords from use
- Personal protective equipment, such as safety glasses, gloves, hearing protection, etc., should be readily available and used
- Ensure a written emergency response plan with hazards and risk mitigation procedures is in place and includes fire extinguishing, equipment malfunctions, crush points, reporting and recordkeeping, etc.
- Emergency training and drills should be conducted regularly
- An eye wash station and first-aid kit should be readily accessible

Topics to Discuss

- Eye wash station regulations
- Location of written emergency plan
- Available emergency equipment, fire extinguisher, etc.
- Equipment inspection and maintenance schedule

Resources

For more information about this topic, visit:

- United Heartland Resource Library: UnitedHeartland.com/resource-library
- Occupational Safety and Health Administration – Hand and Power Tools: OSHA.gov/hand-power-tools

SafetyTalk

Topic: _____
Date: _____
Location: _____
Meeting Organizer: _____

Organization Name

Items Discussed:

Problem Areas or Concerns:

Attendees (Names/Signatures):	

Comments: