

Meetings can be customized with your company name and logo

Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Canada Topic 109: Safety Rules for Power Tools

**Introduction:** Power tools can cause serious injuries. Following are safety guidelines for all workers that use power tools on the job:

- **Always** read, understand, and follow the manual that comes with a power tool.
- **Use** the right tool for the job. Do not force a tool to work beyond its ability to perform. Inspect the tool for cracks or damage.
- **All** tools must be in good operational condition. Do not remove or alter the guard that is on a power tool. Never remove any safety devices.
- **Do not** use a power tool if you have been using a power tool, overconfidence can lead to accidents. Do not

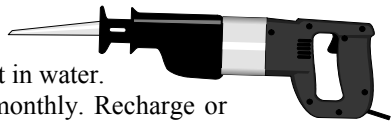
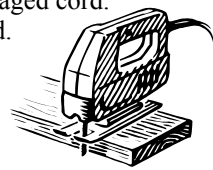
Meets safety training documentation requirements

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- **Always** ensure all nuts and bolts are properly tightened before operation.
- **Work** only with double-insulated or properly grounded tools.
- **Before** plugging in a tool, make sure the power switch is in the off position. Recheck the power switch before there is a power outage.
- **Make sure** all cords and outlets are grounded. The outlet must have a ground fault interrupter (GFI). If there is a power leakage, a GFCI will stop the power immediately. This stops any potential for a fatal electrical shock.
- **Extension cords** should be rated to handle more current than required by the tool. Keep the cord away from cutting edges. Never use the cord to carry tools. Always pull the cord out of the plug by the plug, not the cord. Replace any frayed or damaged cord.
- **Make sure** the electrical circuit is the one rated for the tool. Test-run the tool before applying it to the job at hand.
- **Never** leave a power tool running while unattended. Keep tools unplugged when not in use.
- **Remember**, know where your hands are at all times. Keep them away from moving parts, blades, and cutters.
- **Always** use clamps when possible. This will allow your hands to control the tool.
- **Keep** all cutting tools sharp. A sharp tool is the most efficient and safest when the tool is working at its best. Less effort is exerted.
- **Do not** over reach. You must maintain full control of the tool. Never draw a sharp edged tool toward you unless it is absolutely necessary. Do not work in a cluttered area free of trip hazards. Remove obstacles in the immediate area.
- **Always** unplug the tool when changing blades or bits. Let the tool cool down before working on it.
- **Turn off** the tool immediately if you experience any unusual sounds or vibrations.
- **Make sure** the work area is clear of windows and doors. Drafts and windows can cause fatigue.
- **Never** stand on a wet surface while using a power tool. Do not allow an extension cord to sit in water.
- **Keep** a multipurpose fire extinguisher in your vehicle or nearby. Check the pressure gauge monthly. Recharge or replace when needed. Read the material safety data sheets (MSDS) where chemicals are present.

Each topic covers important safety regulations to help you stay in compliance



**Personal protective equipment:** Always make sure that the working area is properly ventilated.

- **Safety glasses** are for eye protection. Safety goggles are enclosed on the sides giving you better eye protection. Safety goggles can be worn over prescription glasses. A face shield provides full protection.
- **Hearing** can be damaged by long term exposure to loud noise. Wear ear plugs (moderate) or ear muffs for loud noise levels.
- **Wear** a NIOSH approved dust mask, or respirator with exchangeable cartridges, when exposed to dusts, toxic fumes, and vapours. Changeable colour coded cartridges enable you to filter out specific dusts and fumes.
- **Wear** safety shoes or boots with non-slip soles. Some jobs require toe protection. Wear the proper gloves when necessary.
- **Do not** wear loose fitting clothing. Roll long sleeves up. Keep long hair tied back and under a hat. Remove all loose jewellery. Moving parts can pull in clothes, hair, and loose objects, causing severe injuries to the operator.
- **Keep** a first-aid kit in your vehicle. Make sure it contains all the proper supplies, an eye wash solution, and an up-to-date listing of emergency medical phone numbers.
- **Use** a shop vac to eliminate dust hazards that build up over time. Dusts can create the potential for an explosive atmosphere.



**Conclusion:** Communicate with co-workers before starting loud power tools. Utilize these safety precautions.

### Work Site Review

2-Part NCR forms for easy recordkeeping

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

Material Safety Data Sheets Reviewed: \_\_\_\_\_

**Employee Signatures:** \_\_\_\_\_ (My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Verification of employee attendance and disclaimer of injuries

YOUR COMPANY NAME AND SUPERVISOR'S SIGNATURE (CUSTOMIZED)

These guidelines do not supersede local, provincial, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OHS regulations.