

# Hand and Power Tools



To ensure all workers are thoroughly educated on the proper techniques for safely handling, maintaining, and storing hand and power tools, while also understanding the potential hazards and risks associated with their use on the construction site to promote a safe working environment.

## Key Points

### 1. General Safety Guidelines

- **Inspect Tools Before Use:** Check for damage, such as frayed cords, cracked handles, or dull blades. Report defective tools immediately.
- **Use the Right Tool for the Job:** Never use a tool for a purpose it wasn't designed for (e.g., using a screwdriver as a pry bar).
- **Personal Protective Equipment (PPE):** Always wear appropriate PPE, including safety glasses, gloves, and hearing protection when required.
- **Training:** Only use tools you are trained and authorized to operate.

### 2. Hand Tools Safety

- **Proper Handling:** Keep tools clean, sharp, and in good condition. Dull or damaged tools require more force and can cause injuries.
- **Carrying and Storage:** Carry tools securely, with sharp edges pointed down. Store tools in designated areas to prevent clutter or damage.
- **Avoid Overexertion:** Use tools with ergonomic designs to reduce strain. Take breaks to avoid repetitive motion injuries.

### 3. Power Tools Safety

- **Power Source Safety:**
  - Ensure cords are not damaged and are kept away from water or heat sources.
  - Use Ground Fault Circuit Interrupter (GFCI) outlets for electric tools.
  - Disconnect tools when not in use or before changing blades, bits, or accessories.
- **Guarding:** Ensure all guards are in place and functional on tools like circular saws or grinders.
- **Safe Operation:**
  - Maintain a firm grip and stable stance when operating power tools.
  - Avoid loose clothing, jewelry, or long hair that could get caught in moving parts.
  - Never bypass safety switches or lock tools in the "on" position.

# Hand and Power Tools

## 4. Common Hazards and How to Avoid Them

- **Cuts and Lacerations:** Always cut away from your body and keep hands clear of blades.
- **Electrical Shocks:** Inspect cords and use insulated tools when working near live electrical sources.
- **Flying Debris:** Wear safety glasses or face shields to protect against flying particles.
- **Noise and Vibration:** Use hearing protection and take breaks to minimize exposure to noise and vibration-related injuries.

## 5. Maintenance and Storage

- **Regular Maintenance:** Follow manufacturer guidelines for cleaning, lubricating, and sharpening tools.
- **Proper Storage:** Store tools in dry, secure locations to prevent rust or unauthorized use.
- **Tag Out Defective Tools:** Use a “Do Not Use” tag for damaged tools and remove them from service until repaired.

## Discussion Questions

1. Has anyone encountered a near-miss or injury related to hand or power tools? What happened, and how can we prevent it?
2. Are there any tools on-site that need inspection or repair?
3. What PPE do you use when operating specific tools, and is it adequate?

## Action Items

- Conduct a tool inspection before the end of the shift.
- Report any damaged tools to the supervisor immediately.
- Review tool-specific training for new workers within the next week.

## Closing

Using hand and power tools safely is everyone’s responsibility. Stay alert, follow procedures, and speak up if you see unsafe practices. Let’s keep safety first!

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## Safety Meeting Sign-Off Sheet

Date: \_\_\_\_\_

Job Name: \_\_\_\_\_

Competent Person Name: \_\_\_\_\_

Competent Person Signature: \_\_\_\_\_

Topic: Hand and Power Tools  
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Attendees:	