

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

© SAFETY MEETING OUTLINES Box 700, Frankfort, IL 60423 815-464-0200 No. 41 Vol. 20 Week of OCT-11

Company Name _____ Job Name _____ Date _____

ELECTRICAL HAND TOOLS

Use the tool right and use the right tool for the job. This safety message applies to all tools, particularly to electrical hand tools. Know your power tool. Read the manufacturer's manual. Learn what the tool was designed to do and any limitations it has, as well as any potential hazards specific to that tool. Never try to force a smaller tool or attachment to do the job of a heavy duty tool. Always disconnect the power source when changing accessories and when the tool is not in use. Good tool maintenance pays off. Tools that are sharp and clean give the best and safest performance.

OSHA regulations require that employers not issue, or permit the use of, unsafe hand tools. The regulations go on to say that electrically operated tools must either be double insulated or be properly grounded in accordance with Subpart K of the standard. As a professional, you must take the time to inspect your tools prior to starting work. Check the tool body for the words double insulated, either embossed in the case or on a decal applied by the tool manufacturer. If the tool is not the double insulated type, the power cord must have a ground prong. If the tool has a 3-prong plug, it must be plugged into a 3-hole receptacle. If an adapter is used to accommodate a 2-prong receptacle, the adapter wire must be attached to a known electrical ground.

Other general safety rules remind us to avoid using a metal ladder with an electrical hand tool. The metal frame could become a conductor for electricity. Always store electric tools in a dry place. Don't use them in damp or wet locations. Never carry a power tool by its cord or yank the cord to disconnect it from a receptacle. Check power cords for worn or frayed insulation, loose connections, and broken prongs or conductors. Leave electrical tool repairs to qualified personnel. If a tool is damaged, turn it in to your supervisor.

When you need an extension cord to power your electrical tool make sure it is rated for the job. Keep extension cords out of aisles and walkways to prevent damage to the cords and to avoid tripping hazards.

Use the appropriate PPE; safety glasses are needed with most power tools; face or dust masks if the cutting operation is dusty; wear gloves when necessary. Loose clothing or jewelry can be hazardous if caught in moving parts.

**Never remove or jam a safety device
on any tool.**

SAFETY REMINDER

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____