

## Jason Mechanical Corp

# Tool Box Safety Talk

### Hand & Portable Powered Tools

Hand tools make your work easier. In fact, without hand tools, most jobs could not be accomplished at all. They are an extension of your body and they are absolutely vital in the workplace.

However, even the simplest of hand tools, when not properly maintained or when used improperly can cause injury.

When using hand tools, select the right tool for the job and when you are finished using the tool, store it in its proper place having assured yourself it is "fit" for continued use.

Hand tools will be used only for the purpose for which they are designed. For example, do not use a wrench as a hammer or a screwdriver as a chisel.

Hand tools should be inspected before use and damaged tools repaired, tagged out of service, or discarded. Tools should be kept clean and, where appropriate, oiled. Cutting tools will be kept sharp and will be sheathed when not in use. Proper personal protective equipment will be used when appropriate -- for example when using a striking tool such as a chisel, safety glasses or goggles will be used.

Portable electric 110V power tools should be grounded and, if appropriate, guarded. If not using permanent wiring or if using an extension cord in the workplace, a ground fault circuit interrupters (GFCI) must be used.

In the workplace, there is the possibility of seeing or using many types of portable power tools such as circular, saber, scroll, and jig saws, handheld drills, grinders, belt and vibrating sanders, fasteners, and a variety of compressed air tools. Each tool item has its own special safety features and proper procedures for use. Each tool has the potential for causing serious injury if not properly used. It is a good idea to keep the owner's manual with the power tool for ready reference.

Portable powered hand tools require specific personal protective equipment, such as safety glasses or goggles, gloves, or ear protection.

Safety around portable powered hand tools extends beyond the operator and the specific tool. Care must be taken to avoid injury to others. By the same token, you should keep clear of persons operating these tools. Remember, a piece of debris may strike your eye, for example, even if you are not operating the tool. Stay clear.

If you are unfamiliar with the proper procedure for using, maintaining, or inspecting any tool, ask your supervisor for instruction.