



# Hand and Power Tool Safety

Hand and power tools frequently cause occupational injuries. Whether it is using the incorrect tool for the job, carelessness, inadequate training or failure to wear the correct personal protective equipment (PPE), the risks are high for a severe laceration or even amputation. When using hand and power tools, the following safety measures will help prevent injury.

## Hand Tools:

- Frequently inspect tools to make sure they are well maintained and fit for use
- Use the right tool for the job
- When using a tool, make sure feet are planted on a stable surface
- When working at heights, never leave tools in elevated areas which could present a hazard to workers below
- When appropriate, secure with a clamp or vise to keep it from slipping
- Never carry sharp or pointed tools in a pocket
- Keep extra tools on hand in case the tool intended for use becomes damaged
- Ensure that tools are kept in a secure location

## Electric Power Tools:

- Do not use power tools if you have not been trained on them
- Assure guards are in place – do not remove or override manufacturer-installed guards
- Avoid loose clothing or articles that can get caught in a tool's moving parts
- Work on dry and clean floors to avoid slipping
- Keep cords from presenting a tripping hazard
- Do not transport a power tool by its cord or unplug a tool by pulling on the cord
- Use double-insulated or three-pronged corded tools that are plugged into a grounded receptacle

- Avoid using electric tools in damp conditions unless they are approved for that use
- Assure cords are in good repair with no exposed wiring
- Be aware of the surroundings and keep people clear of the tools in operation
- Always use appropriate PPE
- Disconnect tools when not in use
- Remove damaged electric tools from use and tag them “do not use”

## Pneumatic Tools:

- Confirm that all parts of the tool are securely fastened
- Do not point a compressed air gun at yourself or another person
- When finished using the tool, make sure that the pressure is released before breaking the hose connections
- When utilizing high-pressure compressed air for cleaning, employ a chip guard and a safety clip or retainer to avoid attachments from being ejected during operation
- Use screens to avoid flying fragments
- Never leave tools unattended
- Never store a loaded air gun
- Always use appropriate PPE

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