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**TOOLBOX TALK**

# Hand & Portable Power Tools



Pre-Use inspections and wearing the proper PPE can prevent serious injury



Always follow manufacturer's guidelines for use and training

## **FACILITIES MANAGEMENT SAFETY & RISK**

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Often times we overlook the hazards associated with the common tools that are used on a daily basis. This talk aims to bring some awareness to the potential hazards of these tools and how to minimize these hazards.

### **Training**

- Given that the use of hand tools is considered "common" some employees may start employment without ever having been properly trained on how to safely use them.
- Each employee using hand and portable power tools must receive initial training and an annual refresher.

### **Pre-Use Inspection**

- Damaged or cracked housing, power source, or bits/accessories
- Dull blades are often more dangerous than sharp blades
- Missing guards or protective devices
- Leaking gasoline, oil or other fluids
- Tool appears to be in poor condition
- Does the tool have a 3 wire cord, if not is it double insulated?
- Ensure area is free of any potential trip hazards
  - Do not underestimate the importance of a clean work area

### **Proper Use**

- Do not use tools you have not received training for
- Use the proper tool for the job
- Follow the manufacturer's instructions
- If unsure about use, ask a supervisor or coworker for clarification
- Ensure you are wearing the correct PPE
- Insure tools are not pointed at or operated in close proximity to other individuals
- Use spark resistant tools when working near a fuel source
- Do not use excessive force to cut/drill through hard materials
- Gasoline/Mixed Fuel Powered Tools must be off when refueled, use only in well ventilated areas

### **Storage**

- Drain fluids (gasoline) if equipment will be in storage for an extended period of time
- De-energize tool prior to storage (includes removing air pressure, hydraulic pressure and removing loads).
- Store electric tools in dry areas
- Store flammables in accordance with applicable regulations

### **Discussion Points**

- Has anyone in the group been injured by a power tool or had a close call? How could this injury have been prevented.
- What tools present the greatest hazard in your work environment? How can you minimize these risks?
- Are there any tools that need to be repaired or discarded? If so take time to do so immediately