

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting OPERATION AND MAINTENANCE OF TOOLS

Knowing how to safely operate and maintain tools is as important as understanding the tool's built in safety features. Many injuries are due to a lack of adequate training prior to the beginning of an operation with a new piece of equipment. Each tool has different characteristics; reciprocating saws differ from circular saws which differ from saber saws. Before using any new tool, employees should read the manufacturer's instructions and seek the advice of someone who has prior experience with that type of tool.

When using your tools, keep a few simple rules in mind to lessen your chances of an accident.

ELECTRIC TOOLS

- Avoid working in wet locations. Use proper precautions and PPE (Personal Protective Equipment) in damp locations.
- Never use electrical equipment in areas with explosive or flammable atmospheres unless they are designed for such use.
- Always use grounded tools. Use GFCIs whenever possible.
- Know how the work piece will effect the tool's operation.
- Make sure the work piece is secured or is placed on a stable surface.
- If necessary, clamp the work piece to add stability.
- Know what is on the other side of the work piece; never drill or cut into a wall until you know where electric and gas lines are located.
- Know where the power cord is at all times.
- Never place your hand in the path of moving parts, blades, bits, or abrasive surfaces.
- If the blade or bit catches or binds, back out as you release the trigger. Determine what is causing the problem before continuing.

PNEUMATIC TOOLS

- Never operate the tool above the necessary pressure.
- Be sure that the tool is securely fastened to the air line before beginning the operation.
- Make sure the tool is compatible with the system you are using.
- Never use an air line for cleaning unless the pressure has been reduced to 30 PSI or less.
- Never use pressurized air to clean yourself or a fellow worker.

POWER TOOL MAINTENANCE

- Check cords for damage. Replace worn or damaged power cords as needed. **Do not use a three prong plug if the ground has been removed.**
- Check the tool's casing for excessive wear. Badly worn or nicked tool casings may lead to electrical shock.
- Oil tools per manufacturer's instructions.

- Have fuel-powered tools serviced on an annual basis or as needed basis.
- Sharpen saws and drill bits as needed.
- Check hoses for wear and damage. Replace as needed.
- Inspect hand held grinding wheels before each use. Make sure that the wheel is not damaged or cracked.
- Inspect guards to ensure that they are properly placed and functioning as required.
- Clean your tools at the end of each shift.

MISCELLANEOUS

- Always wear the appropriate personal protective equipment.
- Never lift or hoist tools by their cords or hoses.
- Try to keep cords and hoses out of heavily traveled areas.
- Never remove or override safety guards.
- Never operate any tools while under the influence of medication, alcohol or illegal drugs.