

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 PORTABLE ELECTRIC TOOLS

As with the use of any tools, they should be inspected before use and frequently while being used.

Do not use an electric tool that has a frayed or damaged cord or plug.

Unless you are using a double insulated tool, make sure it is grounded even when a ground fault interrupter is being used. Never cut the grounding prong off a plug. If you must use a two prong "cheater" adapter, make sure it is properly grounded.

Never change a blade or a bit while the tool is connected to the power source.

Always keep your hands and fingers away from the switch until you are going to use the tool.

Remove the key or wrench from the chuck after changing a bit or blade.

Always keep guards in place. They are there to protect you.

Do not carry an electric tool by the cord or disconnect it by pulling on the cord.

When using an electric tool be sure that you have firm, stable footing.

Let the tool do the work. Do not apply undue pressure and force it.

Wear protective clothing as appropriate, particularly eye protection.

Do not leave the tool connected when not in use. Do not leave tools lying around or on top of ladders or other elevated places.

Note that the National Electrical Safety Code (1999 Edition) mandates that GFCIs must be used for all temporary wiring used for construction purposes (including when the facility is close to completion and the permanent receptacles are in place). Assured Grounding is no longer permitted by the NEC regarding temporary wiring but is still permitted by OSHA as an alternative. However, it is recommended that both GFCIs and the Assured Grounding practice be utilized.

ALWAYS THINK ABOUT WHAT YOU ARE DOING AND THINK ABOUT SAFETY