

TOOL BOX TALKS

Hand and Power Tool Safety

Hand and Power Tools

Companies expect employees to follow its safety rules. Disciplinary action could result when these safety rules are not followed. Please use these safety rules on the job site to keep yourself and others safe.

Toolbox Tips

1. Employees must wear seat belts when driving on company business.
2. Employees must report hazards, accidents or maintenance needs by the end of the work shift.
3. Never use unsafe, damaged or self-repaired hand or power tools.
4. Remove damaged hand or power tools from service and clearly mark them "out of service."
5. Always maintain the operator's manual for all hand and power tools.
6. Use the right hand or power tool for the job to prevent injuries or unnecessary damage.
7. If the correct tool for the job is not available, please contact your supervisor to request the proper tool.
8. Never defeat safety devices on any hand or power tools.
9. Always wear personal protective equipment as recommended by the operator's manual.
10. Electric tools must be grounded or double insulated.
11. Use a ground fault interrupter when using electric tools to protect employees from electric shock.
12. Make sure air lines, power and extension cords do not create trip or slip hazards.
13. Always survey work areas for power lines and verify that hand and power tools cannot swing into power lines.
14. Keep hand and power tool storage organized and clean.
15. Keep walking paths clear of hand and power tools.

Never use unsafe, damaged or self-repaired hand or power tools.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

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