

SAFETY ALERT

Hand and Portable Power Tools

Many workplace accidents, injuries and fatalities are caused by the improper use of hand and portable power tools. Common violations cited by the Occupational Safety and Health Administration (OSHA) are improperly adjusted guards on grinders; grinding wheels not rated for the speed of the grinder; no protection from rotating parts; no training for explosive-actuated tools; and mortar mixers not properly guarded.

Use the right tool for the job!

The simple statement above if followed would eliminate many of the accidents resulting in injury to your employees.

- Wrenches are not hammers; knives are not screwdrivers.
- Impact tools shall be kept free of mushroomed heads.
- Wooden handles on tools shall be kept free of splinters and cracks and shall not be used if they have become loose.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, etc.
- Lockout and Tagout equipment before performing maintenance or repair.
- Secure the work with clamps or a vise to keep your hands free.

ELECTRIC TOOLS

All electric tools must be double insulated or grounded with a grounding prong. If the prong is missing, do not use the tool. Electric cords must never be used for hoisting or lowering tools. Replace cords that have damaged insulation. Don't tape over the damage.

PNEUMATIC TOOLS

All pneumatic tools must be secured to the air supply hose or whip to prevent disconnecting. Never carry tools by the hose. Never use compressed air above 30 PSI for cleaning purposes and then only with effective chip guarding and PPE.

EXPLOSIVE-ACTUATED FASTENING TOOLS

All operators must be trained in the use of these tools. Conduct daily tests to verify that all safety devices are working. Operators must always use the correct shield or guard for the tool and wear the proper PPE. Tools must never be loaded until just before use. Never point one at a person. Never leave a loaded tool unattended. Never use one in an explosive or flammable environment.

When using abrasive wheels make sure all proper guards are in place and correctly adjusted. Adjust work tool rests so that the maximum clearance between the rest and the wheel does not exceed 1/8 inch. Adjust tongue guards to a maximum clearance of 1/4 inch between the tongue guard and the wheel.

Wear sufficient eye and face protection for the job. Make sure the wheel is rated for the speed of the motor. Inspect wheels for defects using the 'ring test'. Hold the wheel with one finger through the center hole and strike it with a wooden or hard plastic screwdriver handle at a point 45 degrees from the vertical centerline and between 1 or 2 inches from the outer rim. A wheel in good condition will give a clear, metallic ring; a wheel which is damaged will not.

WOODWORKING TOOLS

All woodworking tools must have a disconnect switch that can be locked out/tagged out in the OFF position. All circular saws must be guarded above and below the base plate and the shoe. These guards must immediately return to the covering position at the end of the cut. Radial saws must have the upper portion of the blade, including the saw arbor, completely enclosed by a hood. The guarding device must automatically adjust itself to the thickness of the stock and remain in contact with the stock during the cut. The portion of a circular, hand-fed rip saw above the material being cut must be completely enclosed by a hood.

Remember using the right tool for the job is essential to preventing injury, taking shortcuts or using a tool incorrectly results in creating an unsafe **ACT** which is totally preventable.