



C3 Safety Training: 12 Month Module

Module 8: August – Hand & Power Tools

Company Name: _____ Date: _____

C3 Project Name: _____

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. These tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous and have the potential for causing severe injuries or even death when not properly used or maintained.

- Workers who use hand and power tools and may be exposed to the hazards of falling, flying, abrasive, or splashing material, and harmful dusts, fumes, mists, vapors, and gases. Workers must be provided with the appropriate Personal Protective Equipment (PPE) according to the task and tool at hand.
- Power tools must be fitted with guards and safety switches; they are extremely hazardous when used improperly. The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated.
- All electrical connections for these tools must be suitable for the type of tool and the working conditions (wet, dusty, flammable vapors). When a temporary power source is used for construction, a ground-fault circuit interrupter should be used.
- **Employees should be trained in the proper use of all tools.** Workers should be able to recognize the hazards associated with the different types of tools and the safety precautions necessary when using each of them.
- To prevent hazards associated with the use of power tools, workers should observe the following general precautions:
 - Operate tools according to the manufacturers' instructions.
 - Use the right tool for the job. Never use any accessory except those specifically supplied or recommended by the manufacturer.
 - Inspect each tool for damage before use and do not use damaged tools. Keep all tools in good condition with regular maintenance.
 - Remove all damaged power tools from use and tag them: "Do Not Use."
 - Use electrical tools that are either double-insulated or grounded (three-pronged); Use a GFCI when necessary.
 - Properly wear the correct PPE for the tool being used and task being done.
 - Never carry a tool by the cord or hose.
 - Never pull the cord or the hose to disconnect it from the receptacle.
 - Keep cords and hoses away from heat, oil and sharp edges.



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- Disconnect tools when you are not using them. “Lock-out Tag-out” tools before servicing, cleaning, or changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- When using hand-held power tools, always keep a firm grip with both hands. Losing control creates a hazardous situation. Do not use any tool that is too heavy for you to easily control.
- Avoid accidental starting. Do not hold fingers on the power switch/trigger while carrying a power tool.
- Never overreach when using power tools. Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper work attire for the task. Loose clothing, oversized gloves, and/or jewelry can become caught in moving parts.

Workers and employers have a responsibility to work together to establish safe working environment. If you encounter a hazardous situation or you do not know how to properly use a tool, it should immediately be brought to the attention of the on-site supervisor or competent person.