



Hand and Power Tool Safety

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” of working with hand tools.

Discussion Leader Duties:

- ✓ Demonstrate examples of safety guidelines and general rules for using hand tools.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Cut in a direction away from your body.
 - Use the right tool for the job. Don’t use a wrench as a hammer or a screwdriver as a chisel.
 - Ensure your grip and footing are secure when using large tools.
 - Keep close track of tools when working at heights. A falling tool could kill a co-worker.
 - Inspect tools before using to determine that they are in good working order and that all moving parts operate freely.
 - Use an alignment guide when shooting fasteners into existing holes.
- Don’t**
- Carry a tool by the cord or hose.
 - Use a wrench if its jaws are sprung, as this could cause the wrench to slip.
 - Use hand tools that have a cracked wooden handle. Doing so could result in the head of the tool flying off and striking the user or other workers.
 - Yank the cord or the hose to disconnect a tool from the power source.
 - Carry sharp or pointed tools such as a screwdriver in your pocket.
 - Toss tools for others to use; always pass tools by the handle.
 - Point a power tool at anyone.

Discussion questions:

1. What special precaution should you take when working with large tools?
2. Why shouldn’t you use a hand tool that has a cracked handle?
3. What kinds of tools should not be carried in pockets?
4. What should you do before using tools?

Meeting notes:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
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(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (b), 2. (d), 3. (a), 4. (a), 5. (d)



Hand and Power Tool Safety

Hazards include:

Serious injury or even death.

Smart Safety Rules

- Don't carry tools while going up or down ladders. Use a hoist or rope.
- Keep all tools in good condition, and examine tools for any damage before use. Do not use damaged tools.
- Operate tools according to the manufacturers' instructions.
- Always use appropriate personal protective equipment.
- When using saw blades, knives or other tools, direct the tools away from aisle areas and away from other workers in close proximity.
- Use caution in areas where flammable gases, highly volatile liquids and other explosive substances are stored or used.
- Ensure that cords from electric tools do not present a tripping hazard.



Employee Quiz

Hand and Power Tool Safety

Employee Name: _____

Circle the correct answer below.

1. The best way to carry a power tool is by its cord.
 - a. True
 - b. False
2. What is one way you can protect other workers when using a saw blade?
 - a. Point the blade away from yourself
 - b. Hand out personal protective equipment for them to wear
 - c. Use the saw blade only on flat surfaces
 - d. Direct the tool away from aisle areas and other workers in close proximity
3. How should you get tools up a ladder?
 - a. Use a hoist or rope
 - b. Carry them
 - c. Have a co-worker toss the tool to you once you're at the top
 - d. All of the above
4. What should you do when working with tools at heights?
 - a. Keep track of tools, and ensure they are secure; falling tools can result in serious injury or death for co-workers
 - b. Use an extension cord to get power to the tool
 - c. Keep the tool attached to you with rope
 - d. You should not use tools at heights
5. Before using tools, you should check to ensure that:
 - a. They are in good working order
 - b. There are no cracks or damage
 - c. All moving parts move freely
 - d. All of the above

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____