

# ***TOOLBOXTOPICS.COM***

Company Name \_\_\_\_\_ Job Name \_\_\_\_\_  
Date \_\_\_\_\_

## **POWER TOOLS**

- \*Know the tool you are using, its application, limitations and potential hazards.
- \*Select the proper tool for the job.
- \*Don't tackle a big job with an undersized tool - make-shift tools can cause accidents.
- \*Ground all tools unless double insulated. A double insulated tool usually has a plastic or non-conductive outside housing and 'double insulated' embossed into the case or stamped on the manufacturer's label.
- \*If the tool is equipped with a three-prong plug, it should be plugged into a three-hole receptacle or extension cord. Never break off the ground prong, it's there for your protection.
- \*Always remove adjusting keys and wrenches before turning on the tool. It's a good practice to make adjustments only when the tool is unplugged.
- \*Keep your work area free of clutter and debris. These can become tripping hazards.
- \*Tool guards are designed to make tools safer. Never remove or wedge a guard out of the way.
- \*Construction sites change constantly. Be alert to potential hazards in your work area.
- \*Avoid accidental start-up. Make sure the switch is OFF before plugging in the cord or when the power has been interrupted.
- \*Make sure saw blades, drill bits, router cutters, etc., are sharp, clean and regularly maintained. Use only recommended accessories and follow the manufacturer's instructions.
- \*Do not force the tool. Each tool can do a better job at its designed speed. Do not over-reach. Keep proper footing and balance at all times.
- \*Dress properly. Avoid loose clothing that could catch in moving parts.
- \*Secure your work. Use clamps or a vise to hold your work whenever practical.
- \*Never use a tool with a frayed or damaged cord.
- \*Do not attempt any field repairs. Return broken tools for proper repair.
- \*After use return the tool to its original carrying case and store in a dry, secure location.

**FOLLOW THESE GUIDELINES AND YOU WILL FIND THAT TOOLS PERFORM  
BETTER, OPERATE MORE SAFELY, AND LAST LONGER.**

Safety

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

Job Specific

Topics: \_\_\_\_\_

M.S.D.S

Reviewed: \_\_\_\_\_  
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Attended By:

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