

# Basic safety principles

Although this guide addresses point-of-operation safeguarding for specific machinery, it is also important to establish and enforce safe work practices when operating and maintaining all types of equipment and machinery.

**The following list includes basic rules that apply to portable and fixed machinery:**

## **Equipment (“parts” include blades, bits, sanding belts, dies, grinding stones)**

- Follow the equipment manufacturer’s recommendations
- Use equipment only for the purpose for which its design is intended
- Operate the tool at the speed and tension specified by the manufacturer
- Inspect the equipment visually before use
- Remove unadjusted, defective, cracked, or worn parts from service
- Maintain sharp and clean parts
- When provided, use equipment with an exhaust or dust-collection system
- Use the appropriate size and type of part for the material and cutting action
- Check to see that guards, guides, and counterweights are properly adjusted and operable
- Avoid overheating the equipment

## **Work practices**

- Use only tools you can control easily
- Make sure hands are kept at a safe distance
- Follow safe procedures as outlined in the operator’s manual
- Always wear eye and face protection and other appropriate personal protective equipment
- Do not wear loose clothing or long hair
- Check to see that power cords are kept away from the line of cut and other moving parts
- Follow proper lockout/tagout procedures during service and repair
- Never defeat the guard to expose the blade
- Never reach under the saw, work piece, or any place you can’t see clearly
- Direct the operation away from your body

## **Work environment**

- Practice good housekeeping — avoid crowded, cluttered conditions
- Make sure combustible or flammable material is located away from spark-producing operations
- Provide adequate ventilation to reduce dust and other air contaminants
- Monitor noise levels and provide hearing protection when necessary