



HARVARD

Campus Services

ENVIRONMENTAL HEALTH, SAFETY &
EMERGENCY MANAGEMENT

Date: 10/6/08

Toolbox Talk #10

HAND & POWER TOOLS



Pre-Use Inspection-
Always inspect tools before use, discard or professionally repair



Protective Equipment-
Always wear appropriate protective equipment when using tools

Environmental Health, Safety & Emergency Management

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Often times we overlook the hazards associated with the common tools that are used on a daily basis. With this talk we hope to bring some awareness to the potential hazards of these tools and how to minimize these hazards.

Training:

- Each employee using hand and portable power tools must receive initial training and an annual refresher.

Pre Inspection Use (Done before every use):

- Damaged or cracked housing, power source, or bits/accessories
- Dull blades are often more dangerous than sharp blades
- Missing guards or protective devices
- Leaking gasoline, oil or other fluids
- Tool appears to be in poor condition
- Does the tool have a 3 wire cord, if not is it double insulated?
- Ensure area is free of any potential trip hazards
 - Do not underestimate the importance of a clean work area

Proper Use:

- Ensure you are wearing the correct PPE
- You should always wear eye protection
- Use the proper tool for the job
- Follow the manufacturer's instructions
- If unsure about use, ask a supervisor or coworker for clarification
- Ensure tools are not pointed at or operated in close proximity to other individuals
- Use spark resistant tools when working near a fuel source
- Do not use excessive force to cut/drill through hard materials
- Gasoline/Mixed Fuel Powered Tools must be off and cool when re-fueled, use only in well ventilated areas.
- If you need to use a gas/mixed fuel powered tool indoors please contact EHSEM prior to use.

Storage:

- Drain fluids (gasoline) if equipment will be in storage for an extended period of time
- De-energize tool prior to storage (includes removing air pressure, hydraulic pressure and removing loads).
- Store electric tools in dry areas
- Store flammables in accordance with applicable regulations (527CMR6)

Group Discussions:

- Has anyone in the group been injured by a power tool or had a close call? How could this injury have been prevented.
- What tools present the greatest hazard in your work environment? How can you minimize these risks?
- Are there any tools that need to be repaired or discarded? If so take time to do this immediately after the talk