



# **Use Tools Safely**

TOOL SAFETY

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### **How this affects you:**

You can be seriously injured by wrongly using common workplace tools

- Eye injuries
- Amputations
- Cuts
- Puncture wounds
- Electrocution

Here are some tips on the safe use of tools and equipment

Wear proper protective gear

Ask you supervisor if you're not sure what you need

Have a good attitude

Take your time and concentrate on what you are doing

Check all tools carefully before use Inspect them for signs of wear and damage

Use all tools for their intended purpose

Incorrect use may cause the tools to suddenly fail and hurt you

Read the instruction manual

Don't operate a tool if you're even a little uncertain how it works

## **Check power tools**

Look for:

- Frayed wires,
- Loose connections, and
- Broken housings

Never use an electrical tool that is missing the third prong on the plug

Cordless tools should be carefully checked to ensure the battery pack is secure, undamaged, and of the correct type

Never remove or tamper with safety guards on equipment

Guards are put on a tool to keep you safe

Removing them exposes you to injury

Tool safety is also workplace housekeeping safety

Don't leave tools where they'll be a tripping hazard

Return your tools to their proper place

Keep electrical and extension cords away from traffic

### **Control your workspace:**

Never use a makeshift support in place of a ladder

If you have to work in a traffic area, block it

Never use electrical tools near flammable or combustible materials

Know where your first aid and eye wash stations are

Following these simple tips will help you avoid being injured by the tools of your trade

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