



## Electric Power Tools

Power tools come in a wide variety. But no matter which tool you use, knowing and practicing “common sense” rules will reduce your chances of having an accident.

### Select the best tool for the job and know how to use it

If you’re familiar with the tool, follow the manufacturer’s instructions, or ask someone who is familiar with it to show you how to use it. Be sure it’s grounded by a three-pronged plug or is double insulated.

### Inspect for the following conditions

- Don’t use a tool that has any of the following:
  - Defective or broken insulation on cord
  - Improper or poorly made connection to terminals
  - Broken or defective plug
  - Loose or broken switch
  - Badly sparking brushes
- Make sure guards are in place and in working order.
- Don’t use any accessories except those designed for the tool.

### Before starting the tool

Remove any chuck or adjusting key. Whenever possible, secure the work with clamps or by putting it in a vise. Be sure you have a solid footing.

### Ask yourself if you’ve forgotten anything

Are you wearing personal protective equipment such as safety glasses, hard hat, safety shoes, or whatever is required for the particular job? Are you wearing jewelry or loose clothing that could get caught in moving parts?

### Don’t use electric tools in wet or damp locations

If this is impossible, stand on a rubber mat or wear rubber gloves. Under the right conditions, one-tenth amp from a shorted tool is enough to kill you.

### Pay attention to your work area

This means keeping it as clean and well-lighted as possible. Know where fire extinguishers are. In explosive atmospheres, use only approved tools.

### When not using tool

Disconnect it when you’re through with it, or before making an adjustment or changing a blade or bit. Don’t carry the tool by the cord.

### HOW THIS TOPIC APPLIES TO THIS JOB:

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### ATTENDEES: Print Name / Signature (use back if necessary)

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### DATE:

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### SUPERVISOR / FOREMAN SIGNATURE:

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### JOBSITE / PROJECT#:

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