

**SPECIAL POINTS
OF INTEREST:**

- **Get a Grip on Tool Safety**
- **Five Basic Safety Rules for Working Around Tools**
- **Safety Tips**
- **Train Employees**
- **Practice Good Hygiene**
- **Use the Right Tool for the Employee**
- **Safety Tips**

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Hats ON for Safety

VOLUME 1, ISSUE 39

NOVEMBER 2010

Tool Time

Get a Grip on Tool Safety

Tools are used every day in every industry. They make small tasks easier and large tasks possible, but they're often taken for granted. Whether they're simple hand tools, or more complex power tools, all tools can pose a hazard in the workplace.

Serious injuries can occur when tools are not properly maintained or they are not used correctly. Take steps now to identify and correct potential tool-related hazards in your workplace.

Practice Good Hygiene Make sure floors and work surfaces are kept as clean and dry as possible to prevent accidental slips with or around hand and power tools.

Tell your employees the **Five Basic Safety Rules for Working Around Tools**

1. Keep all tools in good condition with regular maintenance
2. Use the right tool for the job.
3. Examine each tool for damage before use and do not use damaged tools.
4. Operate tools according to the manufacturer's instructions
5. Provide and use properly the right personal protective equipment.



Safety Tips when preparing tools for the workplace:

- **Train employees.** Make sure all employees are trained in the proper use and handling

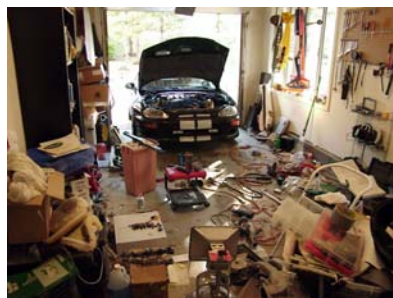


of the equipment they are required to use. Train employees to recognize hazards and to report them.



Use the Right Tool for the Employee

Make sure the tool is the right size for the employee. A tool that is too big or too small can cause discomfort, improper use of the tool and injuries.



●Use the Right Tools for the Space

Make sure the tool fits the workspace. For instance, avoid using a long-handled tool in an enclosed space. A tool that is too big for the space can lead to poor posture, improper use of the tool, and injuries.

● **Focus all attention** to the task at hand. If you become distracted, turn off the machine.

● If you work **outdoors in muddy conditions, avoid using power tools** or ensure that you work on a dry area and do not touch a grounded object.

● In **removing debris from a cutting table**, rather than using your hands, **use a scrap piece of wood to clear the area.**

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

Safety Tips

1. Use safety glasses. These prevent dust, debris, wood shavings, etc from getting into the eyes.



2. Use ear protection.
3. Use the right tool for the job to prevent injury and damage to materials. Read instruction manual. Follow instructions in the user's manual for lubricating and changing accessories

4. Wear the right clothes. Long hair should be tied and



loose clothing should be avoided. Clothing should cover the entire body, heavy gloves should be used to avoid sharp implements and splinters, masks prevent inhalation of harmful minute particles.

5. Work area should be kept clean. Dust particles in the area can ignite with a spark. Flammable liquids should be kept covered and kept away from where power tools are being used.

6. Miter saws and table saws should be used with a quick-release clamp and a wood

push through. Extra care should be taken while using nail guns and power belt sanders.

7. Keep tools in their place. After using a tool, put it away to prevent usage by an unauthorized person.
8. Have proper lighting.



Some information for this newsletter was taken from Enzinearticles.com; [kelleronline](http://kelleronline.com); oshonline.com