

Hand & Power Tools create hazards that can result in serious incidents if used improperly. Examples of Hand and Power tools include, but are not limited to:

- Abrasive wheel grinders, band saw, table saws, drill press, lathe, power press, shearing machines, angle grinder, belt sander, circular saw, jig saw, welders, nail gun, etc.

## Operator Orientation

Department Heads are responsible for ensuring every crew member is adequately trained before operating hand and power tools. Training and evaluation should be provided prior to starting work on each production, whenever a new tool is introduced to the production or after an incident occurs. All operators should review the topics below and demonstrate safe equipment use for every tool they operate.

- PPE requirements
- Dangers associated with each specific tool
- Tool specific operating manual
  - Proper guard placement and adjustment procedures
  - Inspection, cleaning, storage and maintenance
  - Emergency shutoff procedures

## General Operator Safety

- Do not operate equipment without prior training and reviewing of manufacturer's operator's manual
- Do not modify tools outside of what is permitted by the manufacturer
  - E.g., removing machine guards, kickback devices, or bypass safety devices
- Ensure equipment is secured from unintended movement or tip over.
- Ensure tools are connected to appropriate power sources as indicated by the manufacturer
  - Select correct gauge power cord
  - Use Ground Fault Circuit Interrupter (GFCI) for wet environments
  - Do not use damaged or modified power cords (ground prong removed, cord wrapped with electrical wire, etc.)
  - Do not overload power sources (power strips)
- Perform pre-use and periodic equipment inspections
  - NEVER operate damaged or defective equipment. Take out-of-service immediately.
  - Equipment must be de-energized (unplug, stop spinning, etc.) in order to conduct maintenance or to make adjustments
  - Ensure maintenance repair is performed as required by manufacturer
- Avoid working in isolation
  - This allows quick response in case of injury / danger
- Always wear appropriate Personal Protective Equipment (PPE)
  - Do not wear gloves or loose clothing around rotating equipment
  - Tie back long hair and DO NOT wear, baggy clothing or jewelry (rings, watches, necklaces)
- Do not place hands or fingers near the point of operation
  - Use jigs and push sticks
- If a hazard is identified while operating a tool, STOP work immediately and do not continue work until the hazard has been removed/remediated.
  - E.g., wet environment, inclement weather, nails in wood, unauthorized personnel in area, etc.
- Continuously maintain good housekeeping
  - Wood/metal shavings may pose health exposure and fire hazards. Use dust collection methods

Please refer to the [Hand & Power Tool Training Checklist](#) for further guidance.