

BASIC RULES FOR POWER TOOLS

Portable Power Tool Safety

If you've spent your day operating a drill press, your hand drill may not seem like a particularly dangerous tool. Not true. It's estimated that about 8% of industrial accidents involve the unsafe use of hand tools (both manual and power). These accidents result from using the wrong tool for the job (or using the right tool incorrectly), failing to wear personal protective equipment, or failing to follow approved safety guidelines. The following checklist provides some basic rules for the safe use of portable power tools. Take a moment to review this list, and use the tips here whenever you use a portable power tool—on *or* off the job.

Power Tool Rules

- Use your tool only for the specific task it was designed to do.
- Read the owner's manual before using your tool.
- Never use any tool—power or manual—unless you are trained to do so.
- Inspect before each use and replace or repair if parts are worn or damaged.
- Inspect screws, nuts, bolts and moveable parts to make sure they are tightened.
- Before plugging *or* unplugging tools, be sure power switch is turned to "OFF."
- Never disconnect power by pulling on the cord—remove the plug from the outlet.
- Never clean or repair a tool unless power is disconnected. (Repair tools only if you are trained to do so.)
- When working on ladders or scaffolding, rest power tools on a flat surface or in a bin secured to the ladder itself. (A falling tool can seriously injure a coworker or bystander.)
- Use a ground fault circuit interrupter when working with power tools.
- Do not wear rings, jewelry, or loose clothing when operating power tools.
- Wear Personal Protective Equipment (PPE), such as face shields, safety goggles, disposable masks, etc. as required. 

