



# Hand and Power Tools

Toolbox Talks are intended to facilitate health and safety discussions. Find more Toolbox Talks on the [Occupational Safety web page](#).

## General Information

Hand and power tools are common, yet these tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. Tool users have the responsibility for properly using and maintaining tools.



## Before Operating

- Users of hand and power tools must be trained on safe operation.
- Follow the tool's instruction manual.
- Report unsafe conditions to a supervisor.
- Users should wear appropriate personal protective equipment (PPE)
  - Safety glasses
  - Closed toe and heel shoes
  - Other PPE or precautions as needed
- Work area should be free of clutter and potential trip hazards.
- If you are unsure about a tool use or process, ask for help!

## Hand and Power Tool Safety Tips

- Perform a pre-use inspection. Do not use if damaged.
- All corded power tools shall have a 3-prong grounded plug or be double insulated. All power tools shall be UL listed.
- Maintain tools; keep them sharp and clean for best performance.
- Use tools for their intended purpose.
- Keep fingers away from moving parts.
- Keep all guards in place.
- Secure work with clamps or a vise, freeing hands to operate the tool.
- Be sure to keep good footing and maintain your balance.
- Keep your body outside the zone of operation. The zone should be marked by warning tape, labels, signs, or guarding.
- Do not cut towards yourself.
- Do not use excessive force to cut or drill through hard materials.
- Unplug tools before installing, adjusting and changing any accessory or attachment. Unplug by grasping the plug.

Discussion Date:

Supervisor:

Participants:

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