WEEKLY SAFETY MEETING

POWER TOOLS

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions

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WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER

POWER TOOLS

TIME: _____

DATE: _____

PLACE: _____

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WEEKLY SAFETY MEETING

POWER TOOLS

Leaders Guide

PROCEDURE REFERENCE:
2.0: Job Hazard Analysis

MEETING OBJECTIVE:
Portable power tools are often used at work and at home. They save a lot of time and make the work go faster. But they can be dangerous if improperly handled. The purpose of this meeting is to focus employees' attention on the specific hazards presented by portable power tools and to review the basic safety rules concerning their use.

MEETING PREPARATION:
Read the SSG procedure, understand the contents, and ensure compliance.

Collect samples of the portable power tools used at your facility. Plan to discuss their proper use at the meeting.

Gather samples of personal protective equipment that should be worn while using power equipment and bring this to the meeting, too.

Be prepared to discuss maintenance and cleaning of power tools.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:
Samples of portable power tools

Samples of personal protective equipment to be used with power tools

Flip chart and marking pens

MEETING
INTRODUCTION
Accidents involving portable power tools happen all the time. You've all heard of cases where a chip flew off a drill and hit someone's eye. Or of someone getting a shock because a tool had a faulty ground. And then there's the person who lost a finger because the guard on the circular saw did not return. In one recent year, there were more than 800 OSHA citations for violations of power tools standards (both general industry and construction), with penalties totaling well over half a million dollars. There are more than 100,000 hospital emergency room visits each year in the United States

POWER TOOLS

Leaders Guide

due to power tools accidents. In California alone, power tool injuries cause more than 1,500 injuries each year that result in lost workdays. Today we're going to discuss why accidents involving these tools happen and what we can all do to prevent them.

In some ways, portable power tool accidents are more serious than those associated with stationary machines because:

- Portable power tools are difficult to guard completely.
- They're mobile, so they run a greater risk of coming in contact with the user's body.
- They are easily dropped and damaged, so there's a risk of them being used when faulty.
- The power source (electrical, hydraulic, etc.) comes in close contact with the operator.

If you've ever actually witnessed a power tool injury, don't forget it. Knowing how to work safety with power tools – saws, drills, sanders, grinders, etc. – is an extremely serious topic, because injuries from power tool accidents can be severe and permanent. According to the Power Tool Institute, a trade group, there are three main reasons for most such injuries happen:

- **Loss of concentration** – operators can stop paying attention to their work if they repeat the same actions with a power tool over and over again.
- **Unexpected events** – a kickback or other sudden problem with a fast-moving power tool can be very dangerous, especially if they operator does not have the experience to expect the unexpected.
- **Inexperience and overconfidence** – it's a hazardous combination if the operator doesn't know the importance of being careful at all times when using a power tool.

Question: Portable power tools are divided into four groups according to the type of power source. Can you tell me what the four groups are and the special kinds of hazards each one presents?

Answer: Electric tools (electric shock hazard)
Pneumatic tools (noise, flying chips, etc.)
Gasoline-powered tools (fuel hazards)
Hydraulic tools (leaks and pressure hazards)

Question: What are the most common injuries resulting from improper use and handing of power tools?

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WEEKLY SAFETY MEETING

POWER TOOLS

Leaders Guide

Answer: Burns, cuts, falls from tripping on cords and hoses, puncture wounds, amputations, eye injuries (from flying particles), hearing damage (from excessive noise), inhaling hazardous dust, foot injuries (from dropping a heavy tool), musculoskeletal disorders (from vibration over extended periods), and electric shock.

Discuss (and demonstrate) the following general rules for portable power tools. Use the sample tools and required PPE to highlight your discussion.

- Know your tools – read the owner/operator's manual carefully.
- Keep guards in place and in working order.
- Keep the work area clean.
- Use the right tool for the job. Never use makeshift or undersized tools.
- Never leave a tool in an overhead place where it might fall.
- Wear the proper personal protective equipment (PPE) – goggles, earplugs, respirators, safety shoes, etc.
- Use a clamp or vise – not your hands – to secure your work.
- Never point a tool at anyone.
- Never toss a tool. Always hand it to a co-worker.
- Suspend cords and hoses over aisles where they won't pose tripping hazards. Never hang them over nails, bolts, or sharp edges. And keep them away from oil, water, chemicals, and hot surfaces.
- Avoid accidental starting – don't change a drill bit or saw blade unless the tool has been unplugged.

Point out that electrical tools require special attention:

- Ground all tools, unless double-insulated. Make sure grounding wires are attached before you use the tool.
- Use a ground-fault circuit interrupter or battery-powered tools when working in a wet environment.
- Suspend electrical wires where they won't pose a tripping hazard.
- Make sure extension cords are in good condition before use.
- Disconnect tools when not in use. Never jerk electrical cords. Protect them from sharp objects, heat, oil, water, and solvents.
- Look for worn or damaged cords, cracked housing.
- Never make electrical repairs, unless authorized to do so.

Explain safety precautions that must be taken with pneumatic tools, such as nail guns, chippers, and air drills.

- Check for safety devices. Pneumatic tools that shoot nails, rivets, or staples at pressures of more than 100 pounds per square inch must be

POWER TOOLS

Leaders Guide

equipped with a special safety device to keep fasteners from being ejected until the muzzle is pressed against the work surface. Likewise, a safety clip or retainer must be installed to prevent attachments from being unintentionally shot from the barrel (for example, chisels on a chipping hammer).

- Check the hose connection. Be sure that the hose is securely fastened to the tool. Check for hose damage or wear, and make sure it doesn't pose a tripping hazard.
- Install protective screens. Set up screens to protect nearby workers from being struck by flying fragments (especially when using chippers, rivet guns, staplers, or air drills).
- Wear required PPE. Eye protection is always required, as are safety shoes. Additional face protection is recommended. For noisy tools, such as a jackhammer, ear protection may also be needed.
- Never point compressed air guns at anyone. If one of these devices were to suddenly start up, you could seriously injure a co-worker. For the same reason, never "dead-end" air guns against yourself or anyone else.

Discuss inspection, repair and cleaning procedures for power tools. Points to cover include…

- Who is responsible for inspection (employee/operator, etc.)
- What to do if a tool is defective
- When inspections should take place (employees should inspect before use; expert inspections should be done at least once a year)
- Who is responsible and who has the authority to make repairs
- Danger involved in "makeshift" repairs
- Explain cleaning procedures for different equipment

Compile a power tool safety checklist on the flip chart. As a group exercise, construct a comprehensive checklist of safety rules for power tools. The list should include:

- Don't use any tool that appears to be damaged or unsafe.
- Make sure all blades, nip points, and moving parts are properly guarded.
- Electrically powered tools should be used only with power cords in good condition and properly grounded.
- Always wear appropriate PPE for the tool-eye and face protection, hearing protection, safety shoes, etc.
- If you're not sure how to use a power tool properly, don't guess – read the instructions or ask a supervisor.
- Never lift or carry an electric power tool by the cord.

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WEEKLY SAFETY MEETING

POWER TOOLS

Leaders Guide

SUMMARY:
Power tools make our jobs a lot easier, but they can be dangerous if used incorrectly. Today we've discussed the basics of safe use and maintenance. Please remember this important information whenever you use a power tool – both here at work and at home.

EMPLOYEE HANDOUT

A. Employee Handout
B. Employee Quiz
C. Employee Puzzle

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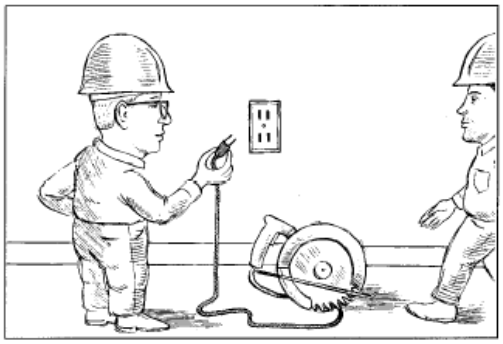
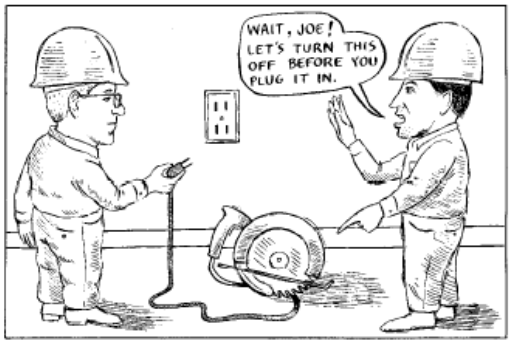
WEEKLY SAFETY MEETING

POWER TOOLS

Employee Handout





Tool Tips

Working Safely With Hand and Portable Power Tools

Hand tools and portable power tools may be a familiar part of your everyday work life. For this very reason, it's easy to forget that they can be dangerous if used improperly. For example, a simple screwdriver can slip and cause a puncture wound, and an ungrounded electric drill can cause a serious shock. You probably already know how to operate most hand and power tools. Take a moment now to make sure you know how to operate them safely.

Tool Safety Rules

- Use the right tool for the job, and make sure it's the right size for the job. When you use a wrench as a hammer, or a knife as a screwdriver, you risk damaging the tool, the material being worked on and yourself.
- Keep your tools in good condition. A clean, sharp tool is a safe tool. A tool with a greasy handle or dull cutting edge can slip and cause injury.
- Learn the correct way to use a tool. There is typically one right way—and many wrong ways—to use any tool. Don't assume you'll know how to use a new or unfamiliar tool correctly. If you don't know, ask!
- Follow common-sense tool rules. Always cut away from yourself. Pull on a wrench; don't push it. Never modify a tool to increase its leverage or force.
- Use tools thoughtfully, with awareness and patience. Don't rush, don't daydream, don't horse around.
- Carry and store tools safely. Carry tools with the sharp parts pointed down and away from you. Store tools in a clean, dry place to keep them free of grease, dust and rust.

Play It Extra Safe With Power Tools

Power tools make it possible to do many tasks quickly and efficiently. But because they use electricity and have fast-moving parts, you must exercise caution when using them. In addition to standard safe-tool practices, follow these tips when working with portable power tools:

- Dress for safety. Remember, your hands and eyes are your most important tools. When you use saws or grinders, wear protective clothing to prevent cuts and burns. Always wear safety glasses when there is danger of flying wood, metal or particles.
- Inspect and test. Before you use any power tool, check it for broken parts or loose bolts. If you're using a tool with a sharp edge, use a scrap of wood—not your fingers—to test its sharpness.
- Start from "off." Before plugging in a power tool, check the power switch to make sure it's in the "off" position. It's dangerous to plug in a tool when the switch is "on." When you are through, be sure the tool has stopped before unplugging it or putting it down.
- Prevent shock. Be sure your tool is properly grounded and double-insulated. Keep cords away from heat, sharp objects and chemicals that could damage their insulation. Keep your work area dry. If you must work in a wet area, keep the power cord clear of wet surfaces or use a ground fault circuit interupter (GFCI) .

Put Your Tools To Work for You

Hand and power tools are designed to work for you and make your job easier. When used properly they will help minimize errors and maximize safety.

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WEEKLY SAFETY MEETING

POWER TOOLS

Meeting Sign-In Sheet

MEETING DATE: _____ **LOCATION:** _____

SHIFT: _____ **CONTENTS OF MEETING:** ☐ Handout ☐ Video ☐ Other ☐ Guest Speaker

MEETING CONDUCTED BY: _____

GUEST SPEAKER (if applicable): _____

ATTENDEES:

	NAME (Print)	SIGNATURE		NAME (Print)	SIGNATURE
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

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WEEKLY SAFETY MEETING

POWER TOOLS
Employee Quiz

What do you know about Power Tool Safety?

1. Power tools are generally equipped with cords or hoses, what are three safety tips?
    a. Never carry a tool with its cord or hose.
    b. Never yank the cord or the hose to disconnect it from the receptacle.
    c. Keep cords and hoses away from heat, oil and sharp edges.
    d. All the above.

2. When should power tools be disconnected?
    a. Never.
    b. When you are not using them.
    c. Before Servicing and cleaning,
    d. When changing accessories.
    e. B, C and D

3. Why is it important to secure your work with clamps or a vise?
    a. Securing the work allows both hands to be free to operate the tool.
    b. To allow you to go on break.
    c. Never secure the work.

4. The information on lubricating a tool or changing its accessories are in the user manual.
    True or False

5. When operating power tools, you should always wear loose apparel.
    True or False

6. A “Do Not Use” sign should be on portable electric tools that are damaged and removed from service.
    True or False

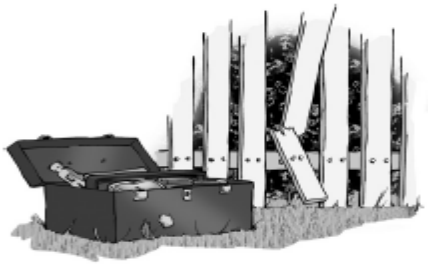
7. Machine guards, as appropriate, must be provided to protect the operator and other from point of operation, in-running nip points, rotating parts and flying chips and sparks.
    True or False

WEEKLY SAFETY MEETING

All Euramax Subsidiaries

POWER TOOLS

Employee Puzzle



Tool Safety

How would we get our jobs done without hand tools and power tools? Useful as they are, they are also involved in many injuries. Give some thought to how to use tools safely as you search for these words.

W	J	H	A	N	D	H	E	L	D	C	Z	T	V	V	C	E	G	I	J
C	V	H	F	L	E	Y	E	H	D	R	I	L	L	S	H	O	C	K	G
A	M	Q	D	I	M	Q	I	T	L	G	R	I	N	D	E	R	E	M	N
C	G	K	Z	Y	E	Z	K	D	N	H	P	Z	L	V	E	Z	D	I	I
V	M	A	W	X	G	E	I	N	S	P	E	C	T	J	Y	K	K	X	R
T	L	G	G	R	V	U	C	Z	W	N	O	I	T	A	L	U	S	N	I
T	Y	W	N	R	E	N	E	P	D	K	P	J	V	R	P	X	B	J	W
S	E	C	U	R	E	N	Z	S	R	E	L	E	C	T	R	I	C	A	L
X	D	S	Y	S	A	W	C	H	Q	A	L	A	H	U	Q	L	O	I	D
T	Z	G	A	L	F	F	T	H	J	O	P	O	W	D	E	R	R	A	L
J	Y	M	J	E	Z	X	D	C	D	C	S	W	V	X	L	I	D	Y	W
J	C	H	A	N	D	M	X	M	E	D	R	E	M	R	C	E	A	O	Z
E	G	I	X	P	W	C	C	D	F	Y	E	X	L	T	U	F	J	U	E
Y	Q	J	U	U	D	L	Z	Y	E	P	G	T	L	L	R	S	I	P	P
L	I	G	H	T	I	N	G	W	C	Q	N	E	H	A	M	M	E	R	S
Z	C	D	D	V	Y	L	I	D	T	U	I	N	L	M	T	U	C	U	O
H	L	M	E	P	U	A	A	U	M	K	F	S	R	D	Q	K	J	H	L
A	S	C	B	Y	D	E	R	E	W	O	P	I	C	H	I	S	E	L	I
A	A	B	R	H	D	Y	U	U	R	V	A	O	O	M	S	A	W	X	D
F	R	C	H	A	I	N	S	A	W	N	U	N	S	C	R	A	P	E	K

AIR
CHAINSAW
CHISEL
CORD
CUT
DEFECT
DRILL
ELECTRICAL
EXTENSION
EYE
FACE
FINGERS
GRINDER
HAMMER
HAND
HANDHELD
INSPECT
INSULATION
JIG
LIGHTING
POWDER
POWERED
SAW
SCRAPE
SECURE
SHOCK
SOLID
WIRING
WRENCH

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POWER TOOLS

Employee Puzzle Answers

Unscramble the words.

1. DCRO	CORD	**5.** IJG	JIG
2. RDIRNGE	GRINDER	**6.** DEPEROW	POWERED
3. MMAERH	HAMMER	**7.** WSA	SAW
4. HDLNHEAD	HANDHELD	**8.** WNEHCR	WRENCH