



TOOLBOX TALKS

POWER & HAND TOOLS

Power and hand tools are essential for many tasks, but they can also be hazardous if not used safely. To prevent accidents and injuries, it's crucial to follow proper safety guidelines when working with these tools.

Why run a Power and Hand Tool Safety Toolbox Talk?

- Prevent unnecessary injury from power and hand tools by improving awareness and training.
- Assist with understanding of legislative aspects and standards.
- Fewer injuries means higher productivity.

POWER TOOLS SAFETY

Read the Manual: Always read and understand the manufacturer's instructions and safety guidelines provided in the tool's manual. Follow these instructions carefully.

Wear Appropriate Personal Protective Equipment (PPE): Depending on the tool and the job, wear safety glasses/ goggles, hearing protection, dust mask, gloves and other task specific PPE.

Inspect Tools: Before use, inspect the tool for damage, loose parts, or worn-out components. Do not use a damaged tool, and repair or replace as needed. Remove damaged tools from the workplace.

Keep Work Area Clean: Maintain a clean and tidy work area to reduce the risk of tripping over tools and materials. Clear away debris and clutter.

Secure Workpieces: Use clamps or other appropriate methods to secure the workpiece firmly in place. This prevents it from moving unexpectedly while you work.

Power Off Before Adjusting or Changing Accessories: Always disconnect the power source before changing bits, blades, or accessories, and when making adjustments to the tools.

Use the Right Tool for the Job: Ensure that you are using the correct tool for the specific task you're performing. Using a tool for a purpose it wasn't designed for can be dangerous.

Keep Hands Away from Moving Parts: Keep your hands and other body parts away from the tools moving parts, such as blades, bits, and belts.

Maintain Proper Balance: When using power tools, maintain a stable stance and balance to avoid falling or losing control of the tool. When using a power tool at height ensure you use the correct ladder type to enable you to maintain proper balance while using the tool.

Disconnect Power When Not in Use: When you're not actively using a power tool, unplug it or disconnect its power source. This prevents accidental starts.

Extension Leads: If you are not using extension leads, make sure they are in good condition and rated for the tool's power requirements. Keep leads away from sharp objects, heat sources, and water.

SELECT THE RIGHT TOOL FOR THE JOB:

Make sure the tool is:

- Designed for the job.
- The right size.
- Can be used in a comfortable position and requires a minimum of force.
- Has a non-slip grip or handle fitted for improved grip/ stability.
- Do not modify a tool.
- Only use a tool if you are competent to do so.

CHECK IF THE TOOL IS IN GOOD CONDITION:

- Look for any wear or damage.
- Tools should not be rusty, warped, splintered or cracked.
- Be wary of tools covered in paint, dirt or grease that might be hiding some damage.
- Make sure cutting tools are sharp.

WEAR THE RIGHT PPE:

- Eye protection such as safety glasses with side shields or goggles.
- Gloves that protect the hand but still allow tool to be gripped.

CHECK THE SURROUNDING AREA:

- Ensure there are no slip / trip hazards.
- Make sure tools are insulated if using near energised electrical parts.

USE THE TOOL SAFELY:

- Cut away from yourself when using chisels, knives and other edged tools.
- Handle sharp-edged and pointed tools with care.
- Don't force screws; make sure that the correct screw or fixing for the job is being used.
- Keep your balance and proper footing when working, being careful not to overreach.

TRANSPORTING TOOLS:

- Never carry sharp tools in your pocket, use a toolbox or tool belt
- Don't throw a tool to a fellow worker.
- Check the tool before you put it away for damage and sharpness.
- Put the tool away in the right place.