INDUSTRA

Safe Work Practice
ELECTRIC TOOLS

Potential Hazards (Risk Priority MEDIUM)

- Personal Injury
- Electrocution
- Property damage
- All personnel must ensure they have been appropriately trained by their supervisor.

Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

Safe Work Practice

- Always wear P.P.E as noted above
- Inspect tools for any damage prior to each use
- Check the handle and body casing prior to each use
- Check the handle and body casing of the tool for cracks or other damage
- If tool has auxiliary or double handles check to see that they are installed securely
- Inspect cord for defects: check the power cord for cracking, fraying and other signs of wear or faults in the cord insulation
- Check for damaged switches and ones with faulty trigger locks
- Inspect the plug for cracks and missing loose or faulty prongs
- Ensure that you have been properly trained to use the tools safely
- Read the operator's manual before using the tool and operate the tool according to the manufacturer's instructions
- Ensure that the power tool has the correct guard shield or other attachment that the manufacturer recommends
- Prevent shocks. Ensure that tools are properly grounded using a three prong plug
- Never remove the third grounding prong from a plug
- Test all tools for effective grounding with a continuity tester or a ground fault circuit interrupter before use
- Use only the kind of battery that the manufacturer specifies – power tool that you are using
- Recharge the battery from the tool only with a charger that specifically intended for the battery in that tool
- Remove the battery from the tool or ensure that the tool is switched off or locked off before changing accessories making adjustments or storing the tool
- Store a battery pack safety so that no metal parts, nails, screws, wrenches and so on can come in contact with the battery terminals; this could result in shorting the battery and possibly cause sparks, fires and burns
- Switch off the tool before connecting them to a power supply

- If a power cord feels more than comfortably warn or if the tool is sparking excessively, have it checked by an electrician or other qualified person
- Disconnect the power supply before making adjustments or changing accessories
- Remove any wrenches and adjusting tools before turning on the tool
- Tag defective tools clearly with a red tag (out of service, do not use) and replace immediately with a tool in good working condition
- During use keep cords clear of tools and the path that the tool will take
- Use clamps as a vice or other devices to hold and support the piece being worked on when practical to do so
- Use only approved extension cords that have proper wire size for the length of cords and power requirements of the electric tool being used. This will prevent the cord from overheating
- For outdoor work use outdoor extension cords marked with “W-A” or “W”
- Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards
- Eliminate octopus connections: If more than one receptacle plug is needed, use a power bar
- Pull the plug not the cord when unplugging a tool
- Follow housekeeping procedures – keep the work area free of clutter and debris that could be a tripping hazard
- Keep power cords away from heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock
- Ensure that cutting tools, drill bits etc. are sharp, clean and well maintained
- Store tools in a dry place to secure location when they are not being used
- Do not wear gloves, loose clothing or jewelry while using revolving power tools
- Do not use a tool unless you have been properly trained to use it safely
- Do not bypass the ON/OFF switch and operate the tools by connecting and disconnecting the power cord
- Do Not leave a running tool unattended
- Do not leave it until it has been turned off and it has stopped running, completely and has been unplugged
- Do not use electric tools in wet conditions or damp locations unless the tool is connected to a ground fault circuit interrupter
- Do not expose electric power tools to rain or wet conditions; wet tools increase the likelihood for getting an electric shock
- Do not accidentally start by ensuring the tool is turned off before you plug it in
- Do not body contact with the grounded surfaces like refrigerators, pipes and radiators when using electric power tools, this will reduce the likelihood of shock if the operators body is grounded
- Do not plug several power cords into one outlet by using single – to – multiple outlet adapters or converters
- Do not use light duty power cords
- Do not connect or splice extension cords together to make a longer connection: The resulting extension cord may not be able to provide sufficient current or power safety
- Do not carry electrical tools by the cord
- Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug
- Do not break off the third prong on a plug, the third prong is the ground
- Do not use extension cords as permanent wiring: Use extension cords only as a temporary power supply to an area that does not have a power outlet
- Do not walk on or allow vehicles or other moving equipment to pass over unprotected power cords. Cords should be put in conduits or protected by placing planks on each side of them
- Do not brush away sawdust shavings or turnings while the tool is running
- Do not use compressed air for cleaning surfaces or removing sawdust, metal trimmings
- Do not operate tools in area containing explosive vapors or gas

- Do not clean tools with flammable or toxic solvents
- Do not surprise or touch any who is operating a tool. Startling a tool operator could end up causing an accident or injury

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If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY