



Safety in Five

Topic: _____

Date: _____

Location: _____

Company: _____

Topic specifics relevant to your job

☐ Thousands of people sustain injuries, some serious or even fatal, each year when using power tools

- The most common injuries caused by power tools include electric shock, eye injuries, puncture wounds, crushing injuries and amputations

☐ Never use a power tool unless you have received formal training

- Use the right tool for the job and operate it within the manufacturer’s intended purpose
- Never remove or override guards
- Use the appropriate personal protective equipment (PPE)

☐ Examine each tool for damage prior to use and never use it if damaged

- Ensure the required guards are in place
- Verify that the electrical cord and connections are in good repair
- Make sure the power switch is off before plugging in
- Remove damaged portable electric tools from use and tag them “DO NOT USE”

☐ Follow safety rules

- Keep tools in a safe place
- Never carry a tool by the cord or hose and never yank the cord or hose to disconnect from the receptacle
- Disconnect tools when not using them, before servicing, cleaning and changing accessories (blades, bits, cutters)
- Keep employees not involved with the task at a safe distance from the work area
- Do not wear loose clothing or jewelry – tie back long hair
- Do not operate if you are tired, sick or distracted
- When needed, use only a heavy-duty, three-pronged extension cord
- Do not use electric tools in wet conditions unless approved
- Contact your supervisor with any safety questions/concerns

☐ What power tools are used for this job?

- What has or can go wrong?
- How can we avoid related accidents?
- What tool maintenance is required to keep in good repair?

Sources: OSHA and Powertoolinstitute.com

Attendees (Names/Signatures)	

Comments/Suggestions