

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

SAFETY MEETING OUTLINES

Box 700, Frankfort, IL 60423

815-464-0200

No. 6

Vol. 21

Week of 2/6/2023

Company Name _____ Job Name _____ Date _____

SMALL TOOLS

Tools are such a common part of our lives that we often forget about the hazards associated with them. Don't take small tools for granted as many people do, both at home and at work. Remember that even small tools can be dangerous. Take the necessary precautions to prevent accidents. Even employees using small tools can be exposed to significant hazards, like flying objects, harmful fumes, and splashing chemicals. These employees must wear the personal protective equipment necessary to protect them from tool-related hazards.

Here are a few safety tips to remember while using small tools. Keep all tools in good condition with regular maintenance. Use the right tool for the job – don't use a screwdriver as a prybar or pliers as a hammer. Inspect each tool for damage before use, and take it out of service if it is damaged. Always follow the manufacturer's instructions. Never carry a tool by the cord or hose. Secure work with clamps or a vise; this will keep the workpiece from moving and allow you to use both hands to operate the tool. Disconnect tools when not using them, before servicing, and when changing accessories such as blades, bits, and cutters. Make sure all safety guards are in place when using a tool. Keep your fingers off the power switch to avoid accidental starting when you are carrying power tools.

There are a variety of battery operated power tools in use today, from drills to circular saws. Since you cannot unplug these tools, remove the battery when you are servicing them, or changing blades, bits, or accessories.

Household jobs usually make only light demands on your tools; but don't be tempted to use tools improperly or to substitute one tool for another just because you can get away with it. Construction work generally puts tougher demands on your tools. Misusing tools, or choosing the wrong tool for the job or one that is in poor condition, can have dire results. At the least, you may damage the workpiece; at worst, you may cause injury to yourself or another.

Small tool safety is important. Choose the right tool for the job, make sure that it's in good condition, and then use it correctly.

SAFETY REMINDER

Never toss small tools to co-workers!

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____