

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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Job Name _____

Date _____

HAND TOOLS AND POWER TOOLS

In the construction industry, your tools help you make a living. But all tools, whether they're powered by your hands, electricity, air, or gasoline, can present hazards when they are not used and maintained properly. To avoid hazards associated with using hand and power tools, you must understand the risks associated with each tool and know the safety precautions necessary to prevent accidents and injuries.

Before you use any tool, you must consider what personal protective equipment is necessary. Tools may produce loud noise, vibration, harmful dust; or chips, sparks, and flying particles during use. Wear all the required personal protective equipment including face and eye protection, earplugs, and respirators when necessary. Use gloves to protect your hands and fingers from rough objects and sharp edges. Remember to remove anything that could get caught in moving parts, including rings, watches, bracelets, and loose clothing.

Inspect every tool before each use. Check hand tools for loose, split, or cracked handles, mushroomed heads, worn-out parts or any sign of damage. Inspect power tools for defective cords, plugs, and switches. Never use damaged or defective tools. Remove them from service immediately.

Follow these safe work practices anytime you use tools:

- Use the right tool for the job.
- Don't use a screwdriver as a punch, chisel, or prybar.
- Keep sharp edges pointed away from your body.
- Never disable or remove guards.
- Don't use electric power tools in damp or wet areas.
- Never carry a power tool by the cord or hose.
- Use gasoline-powered tools away from fire hazards.
- Secure materials you're working on.
- Maintain proper footing and balance at all times.
- Disconnect the power when tools are not in use.
- Never carry hand tools in your pockets.
- Carry power tools with your hands off the power switch.
- Use both hands when operating a tool.
- Keep bystanders at a safe distance.
- Make sure work areas have plenty of light.
- Never point pneumatic or power tools at anyone.

It's also important to store and maintain tools properly. Keep tools clean and dry. Follow all of the manufacturers' recommendations for cleaning, maintenance, and storage.

SAFETY REMINDER

**Good maintenance keeps your tools sharp.
Regular training keeps you sharp.**

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards[®] planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____

These instructions do not supersede local, state, or federal regulations.