

### **Use of Power Tools**

- A. All personal protective equipment will be used as per training and when instructed to do so.
- B. All machine guards will be kept in place when recommended by the manufacturer. Safety features will not be disabled or overridden.
- C. No unauthorized persons will use power tools.
- D. Ground all tools unless double-insulated. If a tool is equipped with a three-prong plug, it will be plugged into a three-hole electrical outlet. Never remove the third prong from the plug.
- E. Keep all work areas clean. Cluttered areas invite accidents.
- F. Avoid dangerous environments, such as damp or wet locations and dimly lit areas.
- G. Keep onlookers a safe distance away from the work area.
- H. Don't force tools. Let them work at the pace for which they were designed.
- I. Wear proper apparel. Remove loose clothing or jewelry items that could become caught in moving parts. Secure hair out of the way of eyes and equipment.
- J. Don't abuse the cord. A cord should be kept away from heat, oil, and sharp edges.
- K. Safety glasses or shields and respiratory protection will be used with tools when necessary.
- L. Secure your work. Clamps or a vise are safer than using your hand, and their use frees both hands to operate tools.
- M. Don't overreach. Keep proper footing and balance at all times.
- N. Tools should be disconnected before servicing or when changing accessories such as blades, bits, cutters, etc.
- O. Know your power tool. Learn its applications and limitations. In other words, use the tool only for the job for which it was designed to be used.

