



Training Solutions, Delivered!

WORKING SAFELY WITH POWER TOOLS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 1595
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

1595 WORKING SAFELY WITH POWER TOOLS FACT SHEET

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

Because simple hand and power tools are commonly used for many basic job tasks, we often fail to consider the dangers associated with using them improperly or in an unsafe manner. For example, the improper use of a simple screwdriver results in over 100 deaths each year. Fortunately, most injuries involving tools can be avoided when we keep them in good working condition and use them properly.

In this program, viewers are shown the basic safety rules that will greatly reduce the risk of injury during power tool use. Stressed is the importance of having a good safety attitude and exercising good judgment while using such tools as drills, power saws and battery-operated tools. Equipment inspection and personal protective equipment are other featured topics.

PROGRAM OBJECTIVES:

After watching the program, viewers should be able to explain the following:

- Basic safety rules for power drills, power saws and battery-powered tools;
- The importance of having a good safety attitude when using tools;
- What to look for when inspecting tools;
- The importance of wearing the appropriate PPE when using tools.

PROGRAM OUTLINE:

GOOD SAFETY ATTITUDES

- A good safety attitude is the first step in injury prevention. A good safety attitude means being aware of the potential hazards in your work area and taking the necessary steps to control them.
- One way to eliminate hazards in your work area is to follow good housekeeping practices. Keeping your tools neat, organized and stored in a proper manner not only ensures you can find the proper tool when you need it, but also reduces the risk of injury.

EQUIPMENT INSPECTION

- A good safety attitude also means making sure the tool you are about to use is in good condition.
- Check hand tools for cracked or broken parts. Pay special attention to any wooden-handled tools, which may crack or split.
- Pay special attention to the areas of the tool that grips materials, such as the inside of a box wrench or the gripping face of pliers and other gripping tools. If these areas are stripped or worn, the tool should be replaced.
- The cords on power tools should be inspected for damage and a proper ground connection. Be sure to inspect any extension cords as well.
- A ground fault circuit interrupter should be used with power tools when working in damp areas.
- Some tools are double-insulated and do not have a ground prong. These tools are safe to use, but the cords should still be inspected for damage.
- All too often, workers grab a familiar tool and begin working without bothering to inspect it. They assume it will be safe to operate. This is the cause of many needless injuries.
- If a tool is found to be damaged or defective, don't use it. Report it to your supervisor; damaged tools must be removed from service so they may be repaired or replaced.

PERSONAL PROTECTIVE EQUIPMENT

- Depending on your work environment and the type of task you are performing, you may need some type of personal protective equipment.
- At a minimum, you should always wear a pair of safety glasses when using any tool, even a hand tool. Not only will safety glasses protect eyes from falling and flying debris, they will protect against inadvertent impacts as well.

- Be aware that jobs that generate flying debris such as grinding require safety glasses and a face shield.
- You may also be required to wear a hard hat, gloves, safety footwear or other PPE.
- Putting a good safety attitude into practice means always wearing the proper protective equipment.

POWER DRILLS

- When using power drills, be sure you know what is on the other side of the material you are drilling through.
- When drilling, never place your hand on the backside of the material. When in a seated position be careful not to drill into your leg.
- One common source of injury while using drills is pressing too hard on the bit, causing it to break. Not only can the broken bit fly out with great force and cause injury, but the sudden release of force can also cause impact injury to the hands and face as well as a loss of balance.
- One way to avoid the need to apply excessive pressure is to use sharp drill bits. Drill bits must be sharpened or replaced periodically.
- Another common cause of a drill slipping and causing injury is applying too much force before the bit is started properly. To prevent this, use a punch to make a small dent or hole where you intend to drill; this helps hold the bit in place until it begins to cut.
- Always be aware that the bit may bind in the material. This situation can be dangerous, especially when using powerful drill motors.

PORTABLE SAWS

- Portable saws come in many sizes and shapes. The number one rule for all of them is to keep your hands and fingers out of the blade.
- Many saws come with guards to reduce the risk of hands entering the cutting path. When this is the case, make sure the guards are present and functioning properly.
- Never remove or tie back the guard. This is an amputation waiting to happen.
- Due to the nature of many reciprocating saws, it is not possible to completely guard the blade. When using these types of saws, stay alert to where you place your hands.
- Understand that the blade is going through the material with each stroke; never allow hands, legs or other body parts to come close to the reciprocating blade on the underside of the material.

TAKING CARE OF POWER TOOLS

- No matter what type of power tools you use, taking proper care will give them a longer life and help prevent injury.
- Never carry any electrical tool by the cord. This can damage the cord and connections, rendering the tool unsafe to use.
- When unplugging the tool from the wall, grab the plug. Don't yank the cord.

BATTERY-POWERED TOOLS

- Many tools are battery-powered today. Don't be fooled into thinking these tools aren't powerful enough to cause severe injury.
- When using a battery-powered tool, only use the type of battery specified by the tool's manufacturer. Also, you should only recharge the battery with a charger that is specially designed for that tool.
- If you do not plan on using the tool for an extended period of time, remove the battery before storing.
- Remove the battery before changing accessories or making adjustments to the tool. This has the same effect as unplugging a traditional power tool and is an important safety precaution often overlooked.
- Store battery packs safely so nails, screws, wrenches or any other objects cannot come in contact with the battery terminals. This could result in sparks, fires or burns.

WORKING SAFELY WITH POWER TOOLS

ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. d

4. a

5. c

6. c

7. b

8. b

9. a

WORKING SAFELY WITH POWER TOOLS

Employee Training

REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. _____ is the first step in injury prevention.
 - a. Good housekeeping
 - b. A good safety attitude
 - c. A neat and tidy workspace

2. Some tools are double-insulated and do not have a ground prong. These tools are safe to use, but the cords should still be inspected for damage.
 - a. True
 - b. False

3. What should you do if a tool is damaged or defective?
 - a. Don't use it
 - b. Report it to your supervisor
 - c. Remove it from service
 - d. All of the above

4. You should always wear safety glasses when using any tool, even a hand tool.
 - a. True
 - b. False

5. What is the proper way to start a drill bit into its path?
 - a. Apply enough force on the drill to make it cut into the material
 - b. Turn a Phillips head screwdriver clockwise to make a dent or hole where you intend to drill
 - c. Use a punch to make a dent or hole where you intend to drill

6. When is it acceptable to tie back the guard on a power saw?
 - a. When you need to get a better view of the material being cut
 - b. When the guard prevents you from making a straight cut
 - c. Never

7. Why must you be alert and careful when using a reciprocating saw?
 - a. They are never grounded
 - b. It is not possible to completely guard the blade of a reciprocating saw
 - c. They are difficult to inspect before use

8. You should always carry an electrical tool by its cord.
 - a. True
 - b. False

9. Which of the following statements about battery-operated tools is NOT true?
 - a. They are not powerful enough to cause severe injury
 - b. Only use the type of battery specified by the tool's manufacturer
 - c. Remove the battery before storing the tool for an extended period of time
 - d. Remove the battery before changing accessories or making adjustments to the tool