SAFETY TRAINING

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PNEUMATIC TOOL SAFETY

Leader's Guide, Fact Sheet & Quiz

Item Number: 3336

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.

3336 PNEUMATIC TOOL SAFETY
FACT SHEET

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:
Today's modern workplace has many advantages, things that make our jobs easier and allow us to perform our jobs with precision. Pneumatic tools fall into this category and, like with any other tool, you need to follow proper safety procedures to avoid potential hazards.

Whether you're using a nail gun, stapling gun, grinder, drill, jackhammer, sander or impact wrench it's vital that you follow your companies established safety policies and procedures. After all, nobody wants to experience an injury on the job. Pneumatic tools are powerful and need to be treated with respect. This video will show viewers the basic safe work practices essential for preventing injuries when using pneumatic tools.

PROGRAM OBJECTIVES:
After watching the program, the participant will be able to explain the following:
- How to inspect a pneumatic tool and air supply;
- How to connect a tool to an air line;
- How to disconnect a tool;
- Why pneumatic tools should only be used for their intended use.

PROGRAM OUTLINE

PERSONAL PROTECIVE EQUIPMENT
To begin, you need to wear the proper personal protective equipment or PPE. Most pneumatic tools require the use of safety glasses. Safety glasses can protect you from flying debris, chips nails and other hazards and must be worn at all times. Your company provides you with safety glasses, so be sure you wear them, every time. Hearing protection may also be required. If you don't wear your hearing protection, instead of hearing this, you may be hearing this. Wear your hearing protection.

TOOL INSPECTION
Before you use any pneumatic tool it should be inspected. Check the tool to make sure there are no burrs, cracks or any other sharp points on the tool that could damage the air hose. Also, inspect the air supply hose for cuts, bulges or abrasions. If you think the tool may be unsafe to use, don't use it. Report it to your supervisor so it can be replaced or repaired.

USE COMPRESSED AIR ONLY
Pneumatic tools designed to be used only with clean, dry, regulated compressor air. You should never use any bottled gas such as oxygen or carbon dioxide as a power source for pneumatic tools. Using anything other than regulated compressed air will cause the tool to literally explode causing serious injuries or death to the user and anyone nearby.

CONNECTING THE TOOL TO THE AIR LINE
Make sure the tool is in the off position before connecting it to the air hose. Hold the hose firmly and blow out the air line. Point the hose away from yourself and others. Be sure that the hose connections fit the tool properly. Never operate the tool at a pressure above the manufacturer's recommendations and never, under any circumstances remove or disable the safety device on any tool.

INTENDED USE OF TOOLS
Always use your pneumatic tools for its intended use and make safety your first priority. Never point the tool toward yourself or a co-worker.

OTHER SAFE WORK PRACTICES

Never carry the tool with your finger on the trigger. A bump, slip or other distraction could have disastrous results. And, never carry the tool by the hose. Also, remember that air hoses can be tripping hazards so try to keep your airline out of traffic areas.

DISCONNECTING THE TOOL

When you are done using the tool make sure it has come to a complete stop before disconnecting the air hose. The air hose should be disconnected before you hand the tool to another person, leave the work area, move the tool to another location, clearing a jam, adjusting the tool or performing maintenance.

UNSAFE USE OF COMPRESSED AIR

Compressed air should never be used to clean a surface or machine and never, ever use compressed air to blow dust or debris off your body or clothing.

SUMMARY

Wear the required personal protective equipment.
Inspect the tool before use and periodically during your shift.
Never point the air hose or tool at yourself or another person.
Only use the tool for its intended use.
Disconnect the tool when not in use.

PNEUMATIC TOOL SAFETY

ANSWERS TO THE REVIEW QUIZ

1. b
2. b
3. a
4. b
5. c

PNEUMATIC TOOL SAFETY
REVIEW QUIZ

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

Name_____Date_____

1. Oxygen and carbon dioxide are acceptable power sources for pneumatic tools.

a. True
b. False

2. Safety devices on pneumatic tools should only be removed or disabled when they interfere with placement of the tool during performance of a job task.

a. True
b. False

3. You should never point a pneumatic tool toward yourself or a co-worker.

a. True
b. False

4. Using compressed air is recommended for cleaning work surfaces and machinery.

a. True
b. False

5. When should the air hose of a pneumatic tool **not** be disconnected?

a. When handing the tool to another person
b. When you are leaving the work area
c. When the tool is still operating
d. When clearing a jam