



Training Solutions, Delivered!

HIGH-IMPACT POWER TOOL SAFETY *(Concise)*

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

Item Number: 4607
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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.

4607 HIGH-IMPACT POWER TOOL SAFETY (*Concise*) FACT SHEET

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

We use portable power tools in a variety of tasks each day: repairing machinery, installing new equipment and performing routine maintenance. In fact, we rely on such tools as drills, saws, sanders and grinders so much that we have a tendency to become too comfortable with them. Our complacency often leads us to disregard safe work practices. When this happens, we leave ourselves open to burns, cuts, electrocution and other injuries. In fact, more than 20,000 injuries are attributed to power tool use each year.

This video features two accident reenactments to remind power tool users about key safety issues and to make them aware of the painful injuries that result from unsafe use. Topics include inspecting tools before use, selecting the proper tool for the job and being trained and authorized to use tools.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- The three keys to personal protection from power tool injuries;
- Safe work practices for each power tool covered in the video;
- The importance of avoiding horseplay, not defeating guards and recognizing fire hazards when using power tools.

PROGRAM OUTLINE:

THREE KEYS TO PROTECTING OURSELVES FROM POWER TOOL INJURIES

- Always choose the right tool for the job and follow manufacturer's instructions for use.
- Maintain power tools in a safe condition and always wear the appropriate personal protective equipment for the job.
- Understand how to use the tool correctly and be authorized for each task you undertake.

USING PORTABLE DRILLS SAFELY

- When using portable drills, avoid placing your hand or other body parts in harm's way.
- Be aware of drilling blindly into unknown areas which may contain electrical cables or other potential hazards.
- Always remember personal protective equipment, such as safety glasses and face shields.

SANDERS

- Take care when using belt or disc sanders, as the abrasive surfaces are exposed.
- When using the tool, keep it away from your body and keep clothing away from moving parts.
- You may want to wear a dust mask for protection from flying dust and debris. If the material is toxic, you must wear the appropriate respirator.
- Never lock the tool in the "on" position when the job you are performing may require you to stop immediately.

GRINDING WHEELS AND ABRASIVE DISCS

- Choose the correct grinding wheel for the material with which you are working. If you use a grinding wheel on a soft material that is designed for hard material, the wheel can load excessively and shatter.
- Always make sure the wheel or disc is secure. Unsecured cutters and wheels can be thrown from the grinder.

CIRCULAR SAWS

- Disconnect the saw from its power source before adjusting or changing accessories or blades.
- Always replace or return safety guards to correct adjustments before using the tool. Never tie the guard back and leave the blade exposed.
- Make sure to read, understand and follow the manufacturer's instructions before use.
- Inspect the tool for good condition before use and make sure to use the proper PPE.

- Always select the proper blade for the material being worked. Also, make sure the speed marked on the blade is at least as high as the no-load RPM on the saw's nameplate.
- Before making a cut, be sure the electrical cord is safely out of the way.
- To make a safe cut, set the blade's depth no more than a quarter inch greater than the thickness of the piece to be cut.
- Before making the cut, allow the blade to reach full speed.

TOOL INSPECTION

- We must inspect our tools regularly for operating defects that could lead to an injury.
- This inspection is in addition to the inspection we make just before we use the tool. A complete inspection at specified intervals is part of the company's electrical safety-related work procedures.
- Every company has its own system of identifying the last inspection date of a tool. If you're unsure, ask your supervisor.

EXTENSION CORDS

- Electrical extension cords and their plugs should be inspected before use and maintained in good condition at all times.
- Be mindful of where you place your tools and never leave them in overhead places where they could be pulled down by their cords.
- Keep cords out of harm's way and safely away from people and moving equipment. Be aware of placing them in contact with nails, bolts or other sharp edges.

PROPER GROUNDING

- Be sure to effectively ground all electrical tools except double-insulated and battery-powered tools.
- Always make sure the ground pin on the plug is in place when using grounded equipment.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. d

4. d

5. a

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REVIEW QUIZ

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

Name _____ Date _____

1. A power tool doesn't need to undergo a complete inspection on a regularly-scheduled basis as long as it is inspected before each use.
 - a. True
 - b. False

2. If you use a grinding wheel on a soft material that is designed for hard material, it can overload and shatter.
 - a. True
 - b. False

3. Which of the following caused the puncture wound suffered by the maintenance worker who was drilling angle iron in the video?
 - a. He placed his hand in a dangerous position
 - b. He used the wrong tool for the job
 - c. He applied excessive force to the drill
 - d. All of the above

4. When is it safe to tie back the guard on a saw?
 - a. When the guard makes it difficult to reach the work
 - b. When there are no hazards in the material that might cause kickback
 - c. When you are sure your body will be out of harm's way
 - d. Never

5. If you are sanding a material that is toxic, you are required to wear a respirator for protection.
 - a. True
 - b. False