



Training Solutions, Delivered!

USING TOOLS SAFELY

Leader's Guide, Fact Sheet
& Quiz

Item Number: 5169
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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.

5169 USING TOOLS SAFELY FACT SHEET

LENGTH: 1:43 MINUTES

PROGRAM SYNOPSIS:

Our hands are exposed to countless workplace hazards that can cause severe injuries: machinery that can pinch or crush, knives and sharp tools that can cut or puncture, corrosive or irritating chemicals, extreme heat or cold and ergonomic-related hazards. Hand, wrist and finger injuries often have severe consequences such as extended time away from work and physical rehabilitation. Fortunately, most hand injuries can be prevented by following safe work practices and wearing appropriate PPE. This program discusses the safe work practices that help prevent hand injuries when using hand and power tools.

PROGRAM OBJECTIVES:

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

- Why it is important to choose the correct tool for the job;
- Why cheater bars should never be used to get additional force on wrenches or sockets;
- How to keep your hands out of harm's way during tool use;
- What precautions to follow when using saws, grinders, drills and similar tools.

INSTRUCTIONAL CONTENT:

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- Choosing the correct tool for the specific task to be performed can help prevent the tool from slipping, a common cause of hand injuries.
- If possible, select tools that have smooth or padded handles to reduce hand strain. Also, the tool's handle should be long enough to extend fully across the palm to avoid pinching or compressing the nerves in the palm while trying to exert pressure on the tool.
- Make sure you know how to properly use the tool you have chosen and always inspect its condition before use. If you discover any defects, remove the tool from service and get another one.
- When using leverage tools like wrenches or sockets, never apply additional force by using a "cheater bar" or pipe to force a bound part. This is very dangerous and leads to many injuries each year.
- During use, always keep your hands clear of the path of cutting and drilling tools. This requires pre-job planning and careful consideration of how you arrange your tools and materials as well as your body position and posture.
- Never remove or tie back the guard on any power tool. Circular saws, side grinders and similar tools are designed to be used with the protective guard in place.
- Before using a cutting blade, saw or drill, make sure it is designed for the type of material you plan to cut.
- Make sure the blade or drill is sharp. Dull blades lead to far more injuries than sharp ones.
- Finally, always unplug any power tool before servicing or changing blades.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. a

USING TOOLS SAFELY
REVIEW QUIZ

Name _____ Date _____

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

1. A hand tool's handle should be long enough to extend fully across the palm.
 - a. True
 - b. False

2. You should only use a pipe or cheater bar to apply additional force on a wrench or socket when you are wearing the proper personal protective equipment.
 - a. True
 - b. False

3. Dull blades on saws and other cutting tools lead to far _____ injuries than sharp ones.
 - a. More
 - b. Less