

General Power Tool Safety

Introduction

Power tools improve productivity but increase the risk of serious injuries if not handled correctly. Workers should understand tool function, inspection procedures, and the importance of guards and PPE before use.

Hazards & Controls

Use the right tool and accessory for the task; read the manual and receive required training.

Identify electrical, cutting, flying-particle, noise, and dust hazards before starting.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

What defect would make you stop and remove this tool from service?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

CCOHS: Electric Tools - Basic Safety

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Meeting Record & Sign-In

General Power Tool Safety

Company: _____ Date: _____

Jobsite: _____ Presenter: _____

Time / duration: _____ Crew / shift: _____

Site-specific hazards and controls discussed

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Follow-up action / responsible person / due date

Drill and Bits

Introduction

Drills are common tools that can cause injuries from entanglement or flying debris. Always secure bits tightly, avoid loose clothing, and use correct speed settings for materials.

Hazards & Controls

Clamp the work; use the correct bit, speed, and auxiliary handle when specified.

Disconnect power before changing bits. Remove the chuck key and keep loose clothing and hair away from rotation.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

How will you prevent the workpiece from spinning if the bit binds?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

CCOHS: Drills

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Drill and Bits

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Follow-up action / responsible person / due date

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Circular Saws

Introduction

Circular saws can kick back or bind if not handled correctly. Inspect guards, check blades for sharpness, and wear face and hearing protection.

Hazards & Controls

Check that the lower guard moves freely and returns correctly; never wedge it open.

Support and secure material to avoid binding. Keep hands out of the cut and stand clear of the kickback path.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

What can cause this cut to bind or kick back?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

CCOHS: Circular Saws

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Reciprocating Saws

Introduction

Aggressive motion can lead to loss of control. Secure materials and maintain both hands on the saw while cutting.

Hazards & Controls

Select a suitable blade; clamp the material and keep the shoe against the work as instructed.

Check behind the cut for wiring, pipes, and other hidden hazards. Keep both hands on designated grips.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

What is behind the material we are cutting?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

OSHA: Handheld Saws

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Angle Grinders

Introduction

High-speed discs can shatter. Ensure the guard is attached, inspect discs for cracks, and never exceed rated RPM.

Hazards & Controls

Use the correct guard, wheel type, size, and speed rating for the grinder and task.

Inspect wheels before mounting. Never side-load a cut-off wheel; direct sparks away from people and combustibles.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

Does the wheel rating meet or exceed the tool speed?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

OSHA: Abrasive Wheels and Tools

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Sanders and Polishers

Introduction

Fine dust, rotating accessories, and vibration create hazards. Secure the work, use appropriate dust controls, and avoid overloading the tool.

Hazards & Controls

Use dust collection and ventilation suitable for the material; secure the workpiece.

Control dust, noise, and vibration. Respirators, when required, must be selected and used under the employer's respiratory protection program.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

What material or coating could create hazardous dust?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

CCOHS: Electric Tools - Basic Safety

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Nail Guns and Powder-Actuated Tools

Introduction

Unintentional discharges are a major hazard. Keep fingers off triggers until ready, never point at anyone, and wear eye and hearing protection.

Hazards & Controls

Keep the muzzle away from people and fingers off the trigger until ready to fasten. Do not defeat contact safeties.

Powder-actuated tools require operators trained on the particular tool. Load only when ready; follow the manual for misfires and suitable materials.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

Are we trained for this specific tool, and what is the misfire procedure?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

OSHA: Power-Operated Hand Tools

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Cords and Connections

Introduction

Inspect cords daily for damage. Avoid water, ensure proper grounding, and never yank cords from outlets.

Hazards & Controls

Inspect cords, plugs, and connections; remove damaged equipment from service. Do not remove grounding pins.

Use cords rated for the load and environment. Protect cords from cuts and traffic; use required GFCI or other applicable electrical protection.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

How will we protect this cord and connection from water and damage?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

CCOHS: Electric Tools - Basic Safety

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Follow-up action / responsible person / due date

Battery Safety (Charging and Fire Risk)

Introduction

Store and charge batteries in cool, dry locations. Never use damaged or swollen batteries, and only use manufacturer-approved chargers.

Hazards & Controls

Use only compatible manufacturer-approved batteries and chargers; follow temperature and charging instructions.

Stop using swollen, leaking, damaged, or unusually hot packs. Keep charging areas away from combustibles and exits; protect terminals from short circuits.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

Where is our safe charging area, and how do we report a suspect battery?

What PPE and site-specific controls do we need before starting?

If a pack smokes, hisses, or catches fire, move away, alert others, and follow the site emergency plan. Do not handle a burning pack.

Sources and use notice

OSHA: Hand and Power Tools

OSHA: Lithium-ion Battery Hazards

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Follow-up action / responsible person / due date

Guarding and PPE for Power Tools

Introduction

Guards and PPE save lives. Never bypass guards, replace damaged ones immediately, and always wear appropriate eye, face, and hearing protection.

Hazards & Controls

Inspect guards and safety devices before use. Never bypass them; remove defective tools from service.

Select PPE from the task hazard assessment. Face shields supplement appropriate eye protection; assess hearing and respiratory protection needs.

Inspect the tool before each use. Maintain stable footing and a clear work area; disconnect the energy source before adjustments or accessory changes.

Safety Reminders

Use only equipment in good condition and the PPE required for the task. Wait for moving parts to stop before setting the tool down. Store equipment properly after use.

Engagement Questions

What guards and PPE does this exact task require?

What PPE and site-specific controls do we need before starting?

Sources and use notice

OSHA: Hand and Power Tools

OSHA: General Tool Requirements

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