

<u>Weekly Safety Meeting</u> Electric Power Tools

cussion Leader:	
	Electric power tools come in all shapes and sizes and are designed to do almost anything. However, there are some things that they
andansa Sisma Inc	have in common, rules for safe and proper use.
endance Sign- In:	Guide for Discussion
	The following rules should be remembered when discussing the use of electrical power tools:
	• Select the right tool.
	Know how to use it.
	Be sure it is properly grounded or double insulated (i.e., a plastic body and two pronged plug).
	Inspect for the following:
	— Broken or defective cords
	— Defective terminal connections
	Defective plugs
	Defective or loose switches
	Brushes that spark excessively
	Never use a tool unless the guards are in place and in working order.
	Before using the tool:
	Remove the chuck or adjusting key
	Firmly secure the work
	Be sure you have firm footing
	Always use proper personal protective equipment and remove dangerous items:
-	Safety glasses or goggles
	— Hard Hat
	— Safety Shoes
	Loose Clothing
	Jewelry
	Never adjust the tool when it is plugged in.
	Disconnect the tool when finished or when not using.
	Maintain good housekeeping.
	 Avoid working in wet areas whenever possible. When you do, wear insulating materials such as rubber gloves or a rubber vest.
	Never carry the tool by its cord.
	Additional Discussion Notes:
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	Remember
	Each tool is designed to perform a specific function. As long as you use the right tool and keep it in good operating condition, the