

General Safety Tips for Hand and Power Tools

- Inspect tools prior to use and regularly following manufacturer specifications. Remove from service and tagout damaged tools.
- Select and use tools that are appropriate for the task. Never use tools for purposes other than what the manufacturer intended.
- Ensure tools meet all guarding and safety standards. Never bypass guards or use tools with broken or missing guards.
- Dress appropriately. Avoid wearing loose jewelry and clothing, including ties, scarves, and loose sleeves, which can get caught in moving parts. Wear closed-toe shoes and long pants. Long hair must be tied up and secured (not hanging).
- Wear appropriate personal protective equipment (PPE). Eye protection is essential. Additional PPE may be necessary following an [assessment](#). Contact EHS for assistance.
- Secure work pieces to prevent movement and to keep body parts away from the point of operation.
- Keep tools and the work area clean. Ensure the floor is dry and clean to avoid tripping or slipping while working with or around tools. Do not work with oily or greasy hands/tools. Ensure the walking working surface is stable.
- Verify sufficient space is available for the task. Be aware of bystanders and make sure they stay clear of the operation. Workers carrying large tools or equipment on their shoulders should pay close attention to clearances when turning and maneuvering around the workplace. Use screens/barriers to protect bystanders, when necessary.
- Avoid leaving tools on elevated surfaces such as ladders and scaffolds where they could present a hazard to personnel below.
- Use a hoist or suitable tool bag to carry tools when ascending and descending ladders. Never carry tools which inhibit safe use of a ladder.
- Exercise care when handing tools to another worker. Never throw tools. Pointed tools should be passed in a protective carrier or with the handles towards the recipient.
- Avoid carrying pointed tools such as chisels, knives, and screwdrivers in clothing pockets. Acceptable ways to carry them include in a toolbox, pointed down in a tool belt or pocket tool pouch, or in the hand with the tip always held away from the body.
- Cut in a direction away from body parts when using chisels, [knives](#) and other edged tools.
- Store tools and equipment in a safe place. Never leave tools unattended. Leaving tools lying around, even for short periods of time, on an elevated structure poses a significant risk to workers below. This risk increases in areas with heavy vibration. Return tools to their designated storage location when done and/or at the end of the shift.
- Review tool specific [safety resources](#).

Safety Tips for Electric Power Tools

- Purchase and use tools which are Nationally Recognized Testing Laboratories (NRTL) listed.
- Keep cords from presenting a tripping hazard.
- Avoid carrying a tool by its cord.
- Use tools that are double-insulated or have a three-pronged cord and are plugged into a grounded receptacle.
- Inspect, maintain, and operate electric tools according to manufacturer instructions. Do not use electric tools in wet conditions unless they are approved for such use.
- Use ground fault circuit interrupters (GFCIs) when operating electric tools.
- Review [general electrical safety guidelines](#).

Safety Tips for Pneumatic Tools

- Know the pressure of the air supply, hose rating, and tool rating.
- Verify that all components of the tool are secure before applying air.
- Avoid pointing a compressed air nozzle at any person.
- Ensure pressure is released before breaking hose and/or tool connections.
- Use protective screens/barriers to protect bystanders from flying materials.
- Use a safety clip or retainer to prevent attachments from being ejected during operation and use a chip guard when using high-pressure compressed air for cleaning. Be sure to limit air nozzle pressure to 30 pounds per square inch.
- Ensure nailers and staplers are empty prior to returning to storage.
- Review a [Lessons Learned for Pneumatic Nailers and Staplers](#).