

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

Company Name	Project Name	Supervisor	Date

Hand & Power Tool Safety

Each year many workers on construction sites suffer an injury while using hand & power tools. These injuries can easily be prevented if you use safe work practices while using hand or power tools. This tool box talk is intended to provide basic tool safety guidelines.

Power tools can be grouped into 4 main categories:

Electric	Powder Actuated	Fuel Powered	Pneumatic
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Examples of Hand Tools

Examples of Power Tools

Hammers, including sledge hammers	Saws including table, miter and sawz-all
Chisels	Drills including screw guns
Screwdriver	Grinders
Pliers	Powder and Fuel powered guns
Hand Saw and box cutters	Rotor hammer
Box cutter	Pneumatic powered tools

Hazards

- Cuts
- Electrocutation caused by damaged cords or improper grounding
- Falling & Flying Objects
- Abrasive objects
- Harmful dusts, fumes, mists, vapors and gases

Basic Tool Safety Rules

- Be sure you have been trained on the tool you are using.
- Use the right tool for the job
- Inspect your tool before use
 - Never use a damaged or defective tool
 - Always operate your tool according to manufacturer's instructions
 - Never remove guards
 - Always wear appropriate PPE
 - Maintain your tool regularly. Keep cutting tools sharp
 - Disconnect tools when not in use
 - Secure work with clamps or vice freeing both hands to operate the tool

Basic Fire Safety

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- Don't wear loose clothing and jewelry around moving parts
- Remove damaged tools and tag the "Do Not Use"
- Don't carry tools by the cord. Don't yank the cord to disconnect it
- Keep cords away from sharp edges
- Don't use power tools in wet areas
- Always use tools in well lit areas
- Ensure cords don't present a tripping hazard

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		
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8.		
9.		
10.		

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