



LIRR – ENGINEERING

SAFE TOOL USE

- Inspect tools before using them. Make sure the tools can be used safely for their required purpose.
- Do not use defective tools. If you find or know of a defect, either repair the tool before using or tag it **DEFECTIVE** and keep it separate from serviceable tools.
- Before using, become familiar with a tool's operation. If there is no operating manual for a particular tool, ask a supervisor or co-worker experienced with using that tool for instruction.
- Do not modify or manufacture a tool or safety device unless the proper authority approves the design and specifications for the tool.
- Do not use a handled tool if the head is burred, cracked or split.
- Before using tools, remember to wear all necessary personal protective equipment (PPE), including adequate eye and hand protection. Do not operate a power tool with the safety guards missing or in an unsafe position.
- Do not repair, clean, oil or adjust equipment while it is moving. Before repairing, dismantling or assembling motor driven machinery or tools, make sure power has been de-energized and circuit breaker locked and/or tagged out.
- When using a wrench, make sure the wrench has a proper grip, then gradually increase force until the nut, bolt or other object turns. Do not immediately apply full force to the object-and *never* use a pipe or other device to extend the wrench handle for leverage.
- When swinging a tool, make sure you have enough room to prevent striking persons or obstructions behind or overhead.
- Always check the integrity of a tool's insulation before using around electrical equipment.
- Do not operate powder-actuated tools unless you are properly qualified and authorized.
- Remember always to keep hands a safe distance from spinning/moving blades & pinch points.