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.