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| RECORD OF TOOL BOX TALK | |
| Workplace: | Date: |
| Name of supervisor or presenter: | Time: |
| Topics discussed: | |
| **WORKING WITH POWERED TOOLS** Often times we overlook the hazards associated with the common tools that are used on a daily  basis. With this talk we hope to bring some awareness to the potential hazards of these tools  and how to minimize these hazards.  **Training:**  Each employee using hand and portable power tools must receive initial training and supervision. Any employee not using the correctly, or in a safe manner will be required to redo the safe work procedure and will be supervised until competent.  **Pre-Inspection Use (Done before every use):**   * Damaged or cracked housing, power source, or bits/accessories * Dull blades are often more dangerous than sharp blades * Missing guards or protective devices * Tool appears to be in poor condition * Ensure area is free of any potential trip hazards. Do not underestimate the importance of a clean work area * If the tool is hardwired, does it have a current electrical safety tag.   **Proper Use:**   * Ensure you are wearing the correct PPE * You should always wear eye protection * Use the proper tool for the job * Follow the manufacturer’s instructions * If unsure about use, ask a supervisor or co-worker for clarification * Ensure tools are not pointed at or operated in close proximity to other individuals * Use spark resistant tools when working near a fuel source * Do not use excessive force to cut/drill through hard materials   **Storage:**   * De-energize tool prior to storage (includes removing air pressure, hydraulic pressure * and removing loads). * Store electric tools in dry areas   **Group Discussions:**   * Has anyone in the group been injured by a power tool or had a close call? How   could this injury have been prevented.   * What tools present the greatest hazard in your work environment? How can you   minimize these risks? (Angle Grinder?)   * Are there any tools that need to be repaired or discarded? | |