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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 dailybasis. With this talk we hope to bring some awareness to the potential hazards of these toolsand 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?
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