



## Equipment Safety Talk

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### 1. Introduction (1-2 minutes)

#### Why It Matters:

Welcome everyone! Today's safety talk focuses on **Equipment Safety**. Whether it's a drill press, mail packager, lawnmower, saw or CNC machine - using **equipment incorrectly or unsafely is a leading cause of workplace injuries**. From crushed fingers to severe lacerations or even fatalities, most incidents are caused by **improper use, lack of training, or skipped inspections**.

The good news? **Most equipment-related accidents are 100% preventable.**

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### 2. Key Safety Points (3-5 minutes)

#### *Common Equipment Hazards*

- *Untrained or unauthorized use*
- *Faulty or uninspected equipment*
- *Missing guards or safety devices*
- *Loose clothing or PPE caught in moving parts*
- *Distractions or rushing*
- *Improper lifting or positioning*
- *Poor maintenance or ignoring warning signs*

#### *Safe Equipment Use Tips*

- **Only Use Equipment You're Trained To Use**
  - Don't use any tool or machine unless you've been **trained and authorized**
  - If you're unsure — **ask a supervisor**
- **Inspect Before You Use**
  - Check for damage, missing parts, loose bolts, worn cords or blades
  - Don't assume the last person left it in safe condition
  - Tag out and report **any defective equipment immediately**
- **Follow the Manufacturer's Instructions**



- Read the equipment manual
    - Know how to start, stop, and safely operate the equipment
    - Follow **load limits, operating speeds, and usage guidelines**
  - **Wear Proper PPE**
    - Safety glasses, gloves, hearing protection, hard hats, steel-toe boots — whatever the task requires
    - **Avoid loose clothing, jewelry, or anything that can get caught**
  - **Use Guards and Safety Features**
    - Never bypass, remove, or disable safety guards or shutoff switches
    - They exist to protect you, not to slow you down
  - **Clean and Store Equipment Safely**
    - Turn off and unplug before cleaning or servicing
    - Store tools and machines in their designated place after use
    - Don't leave equipment in walkways or unprotected areas
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### 3. Demonstration & Checklist (3-5 minutes)

- **Interactive Segment:** Invite questions and clarify any concerns.
    - What's a piece of equipment you've seen used unsafely before?
    - Do you know the procedure if a machine is damaged or not working properly?
    - When was the last time you inspected your tools before using them?
  - **Demonstration** - Show the group how to use a piece of equipment safely as instructed by the manufacturer.
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### 4. Conclusion (2 minute)

- **Summary:** Every piece of equipment is safe — or dangerous — depending on how you use it. Equipment doesn't make decisions. **You do.**
- **Call to Action:** Take the time to do it right. Your hands, eyes, and life depend on it.
- **When to Call Emergency Services:**
  - Call 911 or local emergency services if the injury is life-threatening, or if you're unsure about the severity.
- **Report Accidents:**



- Always report any workplace injury, no matter how minor it seems, to your supervisor or EHS office for documentation and follow-up.
    - Ensure the injured person receives proper medical attention.
  - **Thank you:** "Thank you for your time and attention today. Safety is everyone's responsibility. Stay alert, stay safe!"
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