



## Hand and Power Tool Safety Talk

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

#### Why It Matters:

Welcome everyone! Today's safety talk focuses on **Hand and Power Tools**. Hand and power tools make our jobs easier — but when used carelessly or improperly, they can cause **serious injuries** including:

- Cuts and punctures
- Eye injuries from flying debris
- Electric shocks
- Crushed fingers
- Amputations

Most injuries happen when **basic safety rules are ignored** or tools are used without proper inspection or training.

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

#### *Common Hazards*

- Tools with **damaged cords, blades, or handles**
- Flying objects from grinding, cutting, or drilling
- **Improper PPE** or no PPE.
- Tools left in walkways or unstable areas
- Loose clothing or jewelry caught in moving parts

#### **Hand Tool Safety:**

- Inspect tools before use – look for cracks, dull edges, rust, or bent parts.
- Use the right tool for the job – don't improvise (e.g., don't use a wrench as a hammer).
- Keep tools sharp and clean – dull tools are more dangerous than sharp ones.
- Store properly – don't leave tools lying around where they can fall or trip someone.



- Carry tools safely – never carry sharp tools in your pockets; use a tool belt or box.

#### **Power Tool Safety:**

- Inspect cords, guards, and switches before use
- Make sure the tool is properly grounded or double-insulated
- Never remove or bypass safety guards or shields
- Unplug tools before adjusting blades, changing accessories, or cleaning
- Secure your workpiece — use clamps or vices to keep both hands free
- Keep hands away from moving parts and always stay alert

#### **Personal Protective Equipment (PPE)**

Depending on the task, you may need:

- Safety glasses or goggles
- Gloves (if safe to use with the tool)
- Hearing protection
- Dust masks or respirators
- Steel-toe boots

**Always wear the right PPE for the right tool — and make sure it fits properly.**

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### **3. Demonstration & Checklist (3-5 minutes)**

- **Interactive Segment:** Invite questions and clarify any concerns.
    - Explain **never to do this:** Use a tool that looks or feels unsafe, use power tools near wet conditions, yank cords to unplug tools, let someone untrained try a tool, or leave tools running unattended. Show a danger, caution or warning or other safety sign.
    - Explain how to report or tag out broken tools.
    - Have you ever used a tool that failed while you were using it? What happened?
    - Do you know where to report or tag out broken tools?
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### **4. Conclusion (2 minute)**



- **Summary:** The tool doesn't think — **you do**. Every cut, spark, or spinning blade needs your full attention. Take care of your tools, and they'll take care of you.
  - **Call to Action:** Always read tool manufacture instructions. Never take shortcuts. **When to Call Emergency Services:**
    - Call 911 or local emergency services if the hazard is life-threatening, or if you're unsure about the severity.
  - **Report Accidents:**
    - Always report any workplace hazards, no matter how minor it seems, to your supervisor or EHS office for documentation and follow-up.
  - **Thank you:** "Thank you for your time and attention today. Safety is everyone's responsibility. Stay alert, stay safe!"
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