



SMALL MACHINERY HAND HELD *Tools*

TODAY'S TOOLBOX TALK WILL ADDRESS THE TOPIC OF SMALL MACHINERY AND HAND-HELD TOOLS.

This toolbox talk is designed to provide education and training in the area of best practice and should not be considered as an exhaustive method of training. The information provided in this toolbox talk should be taken into consideration along with the guidelines set out in the Employee Handbook and all other company workplace health and safety policies and procedures.

DEFINITION

Hand and portable power tools are a common part of our everyday lives and are present in nearly every industry. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. The employer is responsible for the safe condition of tools and equipment used by employees. However all employees are responsible for properly using and maintaining tools as well as immediately notifying their supervisor if the tool has a defect, if the electrical cord to a portable power tool is frayed or damaged or the employee feels it is unsafe to use the tool.

TRAINING

Each employee using hand and portable power tools must receive initial training and an annual refresher.



Inspect, Setup

STORAGE & TOOL USE

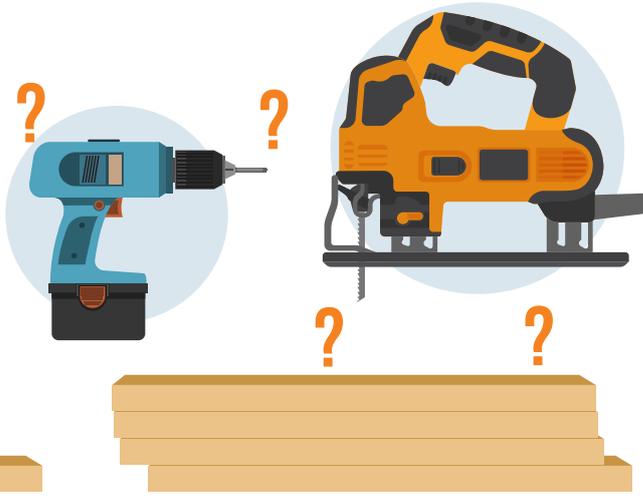
- 1** Check the tool for dull blades. Dull blades are often more dangerous than sharp blades.
- 2** Check each tool for missing guards or protective devices.
- 3** Visually inspect the correct tool for defects and damage before each use. Defects could include damaged or cracked housing, power source, or bits/accessories. Do not use the tool if you have identified that the tool has a defect or is damaged - immediately notify your supervisor
- 4** Visually inspect the tool to make sure there is no leak of fuel, oil or other fluids. Do not use the tool if there is a fluid leak - immediately report the leak to your supervisor





SETUP

Ensure the area is free of any potential trip hazards. Do not underestimate the importance of a clean work area.



Ensure you're wearing the correct PPE. You should always wear eye protection.

Use the right tool for the job and match the tool to the task.

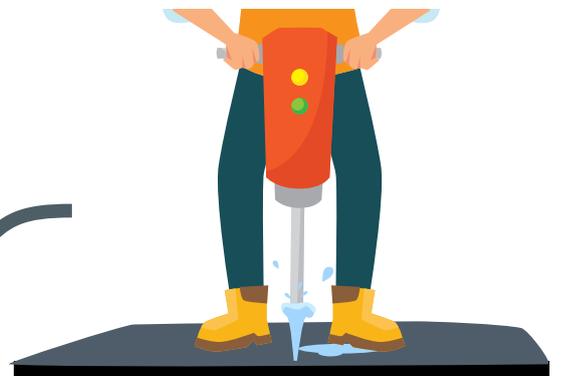
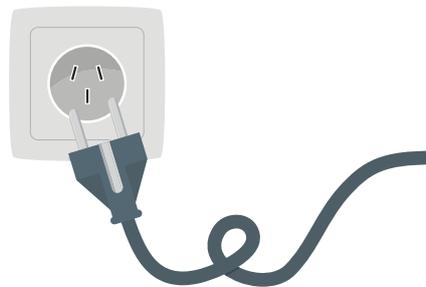
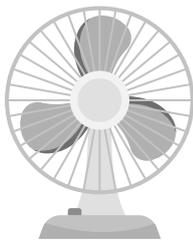
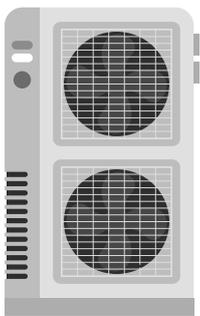
Ensure you follow the manufacturer's instructions. If you are unsure about use, ask a supervisor or co-worker for clarification.



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.



Fuel/Mixed Fuel Powered Tools must be off and cool when re-fueled (Use only in well ventilated areas).

Never carry a tool by the cord or yank to disconnect from the power source.

Beware of hidden hazards affected by your work (e.g. gas/electrical lines).

STORAGE

- Drain fluids (fuel) if equipment will be in storage for an extended period of time.
- De-energise tools prior to storage (includes removing air pressure, hydraulic pressure and removing loads).
- Store electric tools in dry areas
- Store flammables in accordance with applicable regulations.



Group DISCUSSION

ASK THE GROUP THE
FOLLOWING QUESTIONS:

1

Has anyone ever been injured by a power tool or had a close call. How could this injury have been prevented?

2

What tools present the greatest hazard in your work environment?

3

How can you minimise these risks?



ARE THERE ANY TOOLS IN YOUR AREA THAT NEED TO BE REPAIRED OR DISCARDED? IF SO TAKE THE TIME TO DO THIS IMMEDIATELY.

