

SAFETY RULES

Hand and Power Tools

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

1. Workers must wear seat belts whenever driving on Company business.
2. Employees must report hazards, accidents or maintenance needs by the end of the work shift.
3. When working at the jobsite, falls are recognized as the number one way to die on the job.
4. Never use unsafe, damaged or self-repaired hand or power tools.
5. Remove damaged hand or power tools from service and clearly tag them "OUT OF SERVICE."
6. Always maintain the operator's manual for all hand and power tools.
7. Operate hand or power tools in the manner prescribed in the owner's manual.
8. To prevent injuries or unnecessary damage use the right hand or power tool for the job.
9. If the correct tool for job is not available, contact your supervisor to request the proper tool.
10. Never defeat safety devices on any hand or power tools.
11. Always wear personal protective equipment as recommended by the operator's manual.
12. Electric tools must be grounded or double-insulated.
13. To protect workers from electric shock, use a ground fault interrupter when using electric tools.
14. Make sure air lines, power and extension cords do not create trip or slip hazards.
15. Always survey work areas for power lines & verify that hand & power tools cannot swing into power lines.
16. Protect workers below from falling tools or objects when working overhead.
17. Keep hand and power tool storage organized and clean.
18. To avoid slip and trip injuries, do not leave hand and power tools in walking paths.

Employee Signature _____ Date ___/___/___

Supervisor Signature _____ Date ___/___/___

Tool Box Talk

Date of Discussion _____

Instructor _____

Attendees:

1. _____

2. _____

3. _____

4. _____

5. _____

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11. _____

12. _____

Follow-up Items

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.



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