

"POWER TOOL ACCIDENTS-THEY CAN BE PREVENTED" VIDEO GUIDE

Accident prevention requires proper use and care of power tools and safe work practices. This lesson will give you a good overview of some very important general safety considerations.

You will get some advice in:

- Keeping your work area safe
- Electrical Safety
- Developing good personal work habits
- Proper tool use and care

I. WHAT IS A SAFE WORK AREA

-Safe work areas should be well lit. Work areas should have good lighting regardless of whether the job is inside or out.

-The area should not be cluttered. Working in cluttered or "too crowded" areas is an invitation for an accident.

-The work area should not be wet. A wet work area causes slip and fall accidents and also increases the risk of an electrical danger.

-The work area should be well ventilated to reduce the buildup of vapors, fumes, dust or other hazardous conditions.

-The area should be level so that the set up will be stable.

II. ELECTRICAL SAFETY

CORDED TOOLS

-Always keep power cords and extension cords out of water and wet areas. Electrical shock or electrocution can result from having cords in water, mud, or just wet conditions.

-You should always match the plug and receptacle. Avoid the use of adapters and if necessary have an electrician install the proper connections.

-Do not abuse cords by pulling them around corners or doors.

-Check cords and extension cords periodically for damage or wear.

-Avoid touching water pipes or other grounded objects when using power tools.

-When using extension cords, follow the recommended sizes for the cord length and tool requirement.

CORDLESS BATTERY TOOLS

-Battery chargers should only be used in dry locations.

-Use extreme care not to short battery terminals or contacts. Shorting may cause arcing which causes heat or fire.

-Remember to recycle old batteries and never put them in the trash.

III. GOOD WORK HABITS

APPROPRIATE DRESS

-Do not wear baggy sleeves or other garments that may become caught or tangled in the machine or tool.

-Dangling jewelry should not be worn when using power tools.

-Long hair should be worn so that it is contained under a cap or net.

-Always wear eye protection. Remember the slogan; FORESIGHT is better than no sight.

-Wear hearing protection for noisy operations and a dust mask for dusty jobs.

PERSONAL HABITS

-Always read and follow the instruction manual advice.

-Stay alert. Do not use power tools when you are tired, taking medication or drugs.

-Use common sense.

-Select the right tool for the job.

IV. PROPER USE AND CARE OF TOOLS

-Secure workpiece with clamps or vises. This allows both hands for controlling the tool.

-Keep blades and cutters sharp and clean. Sharp tools work better and demand respect.

-Hold tools with both hands for better control.

-Always assure that guards are in place and are in good working order.

-Be sure that the tool switch is in the "off" position before you plug it in.

-Remove wrenches and chuck keys before starting a tool.

-Never use a tool that cannot be started and stopped with the switch.

-Maintain tools with care. Use authorized replacement parts.

-Clean and store tools when they are not in use.

POWER TOOL SAFETY - LESSON PLAN

Please consider the following lesson plan with your safety video.

1. Introduce the video by instructing the class that it covers four areas for safe use of power tools.
They are:
 - Safe Work Area
 - Electrical Safety
 - Good Personal Work Habits
 - Proper Use and Care of Tools
2. Encourage the students to look for examples of each while viewing the video.
3. Show the video.
4. Use the outline to review the points made in the video.
5. Test or replay video to reinforce learning.