



# Power Tool Safety Checklist

|   | <b>YES</b>   | <b>NO</b>  |
|---|--|--|
| <p><b>Be aware of power tool hazards:</b></p> <ul style="list-style-type: none"> <li>◆ Contact with unguarded points of operation</li> <li>◆ Electrical problems causing shock, fire, electrocution</li> <li>◆ Flying metal pieces, dust, shavings, etc.</li> <li>◆ Tool defects or broken parts</li> <li>◆ Carelessness</li> </ul>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| <p><b>Inspect tools before use for:</b></p> <ul style="list-style-type: none"> <li>◆ Proper working condition</li> <li>◆ Guards</li> <li>◆ Working constant-pressure switches or power controls</li> <li>◆ Good insulation on electrical cords</li> <li>◆ Grounding</li> </ul>  | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/>   |
| <p><b>Follow these general safe practices:</b></p> <ul style="list-style-type: none"> <li>◆ Select the right tool for the job.</li> <li>◆ Follow manufacturer's instructions for use and maintenance.</li> <li>◆ Keep work area free of anything that could catch fire from a tool spark.</li> <li>◆ Don't turn on machine unless guards are in place.</li> <li>◆ Never remove or bypass a machine guard.</li> <li>◆ Don't wear loose shirts, jewelry, or other items that could get caught.</li> <li>◆ Be sure nearby workers are alerted to any danger of flying objects.</li> <li>◆ Keep tools properly lubricated and free of dust and dirt.</li> <li>◆ Always store tools safely to prevent accidental energization or falling.</li> </ul> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <p><b>Use these electrical safe practices:</b></p> <ul style="list-style-type: none"> <li>◆ Dry hands before handling anything electric; stand on a rubber mat when using power tools in damp locations.</li> </ul>   | <input type="checkbox"/>   | <input type="checkbox"/>   |

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**YES NO**

- ◆ Use extension cords only when necessary and when rated adequately for the job.
- ◆ Plug tools into proper outlets (e.g., 3-pronged cord into a 3-prong outlet).
- ◆ Be sure tools are grounded.
- ◆ Keep cords so they're not tripping hazards.
- ◆ Don't pull or yank cords; don't hang them over nails, bolts, or sharp edges.
- ◆ Don't use a tool that smokes, smells, sparks, shocks, or doesn't work properly.
- ◆ Keep sharp tools away from electrical cords, body, and clothing.
- ◆ Remove flammable items from work area before using sparking tools.
- ◆ Disconnect cords before adjusting or changing drill bits, saw blades, etc.
- ◆ Turn off variable-speed and reversible tools before changing, then restart.
- ◆ Make sure attachments are firmly attached.



**Use appropriate personal protective equipment:**

- ◆ Safety goggles/glasses, as specified, if job can send metal particles, dust, shavings, screws or nails flying
- ◆ Safety shoes, to protect from dropped tools and parts
- ◆ Respirators to protect lungs when required
- ◆ Gloves, to protect hands from punctures, provided there's no risk of catching them in moving parts or losing control of the tool
- ◆ Hearing protection



**Be aware of ergonomics:**

- ◆ Choose tools that fit the hand with easy-to-squeeze triggers and handles shaped so the whole hand does the work.
- ◆ Report any numbness or pain in hand or wrist immediately.
- ◆ Identify difficult motions and get advice in how to change or limit them, as feasible.