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# POWERED HAND TOOLS – Part 3

**What should you do while using powered hand tools?**

* Wear or use personal protective equipment (PPE) or clothing that is appropriate for the work you are doing; this may include items such as safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes, or rubber boots.
* Switch off the tools before connecting them to a power supply.
* If a power cord feels more than comfortably warm or if a tool is sparking excessively, have it checked by an electrician or other qualified person.
* Disconnect the power supply before making adjustments or changing accessories.
* Remove any wrenches and adjusting tools before turning on a tool.
* Inspect the cord for fraying or damage before each use. Tag defective tools clearly with an "Out of service" tag and replace immediately with a tool in good running order.
* During use, keep power cords clear of tools and the path that the tool will take.
* Use clamps, a vice or other devices to hold and support the piece being worked on, when practical to do so. This will allow you to use both hands for better control of the tool and will help prevent injuries if a tool jams or binds in a work piece.
* Use only approved extension cords that have the proper wire size for the length of cord and power requirements of the electric tool that you are using. This will prevent the cord from overheating.
* For outdoor work, use outdoor extension cords marked "W-A" or "W".
* Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
* Eliminate octopus connections: if more than one receptacle plug is needed, use a power bar or power distribution strip that has an integral power cord and a built-in over current protection.
* Pull the plug, not the cord when unplugging a tool. Pulling the cord causes wear and may adversely affect the wiring to the plug - an electrical shock to the operator may result.
* Follow good housekeeping procedures - keep the work area free of clutter and debris that could be tripping or slipping hazards.
* Keep power cords away from heat, water, oil, sharp edges and moving parts. They can damage the insulation and cause a shock.
* Ensure that cutting tools, drill bits, etc. are kept sharp, clean and well maintained.
* Store tools in a dry; secure location when they are not being used.