

**General Safety Precautions**

- Only University employees shall use University tools/portable powered tools.
- Every tool was designed to do a certain job. Use it for its intended purpose.
- Do not force tools beyond their capacity.
- Keep your tools in good condition: sharp, clean, oiled, dressed and not abused.
- Tools subject to impact (e.g., chisels, drills, punches) tend to "mushroom". Keep them sharpened to avoid flying chips. Use tool holders.
- Drill Bits shall be kept sharp, not dull, chipped, rounded or tapered.
- Worn tools are dangerous. For example, the teeth in a pipe wrench can slip if worn smooth, an adjustable wrench will slip if its jaws are sprung and hammer heads can fly off loose handles.
- Wrenches, if adjustable, shall work freely and adjust properly. Gripping teeth or smooth jaws shall not be worn. Always use the proper size wrench for the job. Never use a wrench as a hammer.
- Hammers shall not have broken claws or handles. Check for loose handles. Always use proper size and weight for the job.
- Screwdriver points shall not be badly worn and handles shall be in good condition. Use the proper size and type of screwdriver for the job.
- Cutting tools shall be kept sharp to ensure good smooth cutting. Always use proper handles.

**Before Use**

- Is the tool sized right for the job?
- Is it in the proper working condition?
- Whenever possible, ground all power tools.
- Always wear the proper personal protective equipment required for the job. Protect your eyes, hands, ears and other body parts.
- Do not remove or make ineffective any safeguards unless authorized. Guards removed for repairs shall be replaced promptly.
- Cords shall not be frayed or damaged.
- Tools shall be inspected regularly to ensure cleanliness and proper operation.
- There shall be a power shut-off switch within reach of the operator of each tool.
- Tools shall be equipped with an emergency stop button that is colored red.

### **During Use**

- When drilling or tapping material, ensure it is securely fastened by blocks or clamps so it cannot spin or climb the drill. In no case shall the operator rely on his hands to secure the material from turning.
- Secure your work in a vice whenever possible. Never hold small work in your hand when using a screwdriver.
- Chisels, screwdrivers or other pointed tools shall never be carried in clothing pockets. Use tool belts designed for carrying tools.
- Tools shall be placed and anchored securely to prevent tipping or other movement.
- Keep fingers clear of a machine's point-of-operation by using special tools or devices (e.g., push sticks, hooks, or pliers).
- Shirt sleeves shall be rolled up.
- Revolving shafts, although apparently smooth, will catch loose or ragged clothing, gloves, jewelry, hair, or wiping rags. Proper clothes and caution are always necessary when working around any revolving machinery.

### **After Use**

- Use a brush, special tool or hook to remove chips, shavings or other material from work.
- Keys or adjusting tools shall never be left so that they may creep, be thrown or fall when a machine is started.