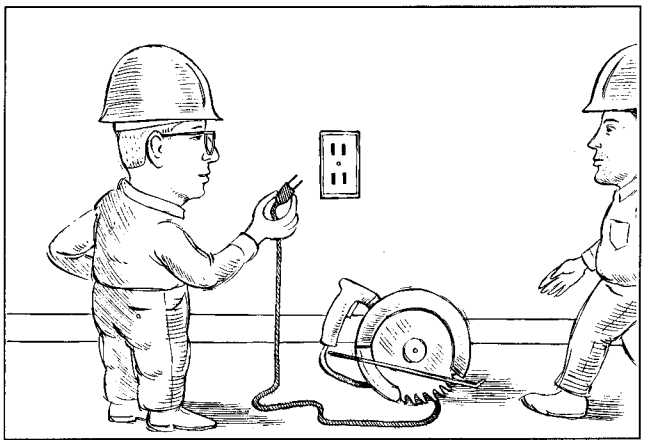

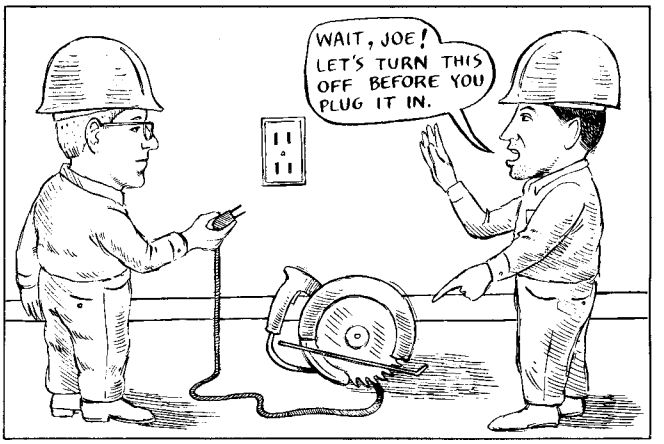

Tool Tips

Working Safely With Hand and Portable Power Tools

Hand tools and portable power tools may be a familiar part of your everyday work life. For this very reason, it's easy to forget that they can be dangerous if used improperly. For example, a simple screwdriver can slip and cause a puncture wound, and an ungrounded electric drill can cause a serious shock. You probably already know how to operate most hand and power tools. Take a moment now to make sure you know how to operate them safely.

Tool Safety Rules

- Use the right tool for the job, and make sure it's the right size for the job. When you use a wrench as a hammer, or a knife as a screwdriver, you risk damaging the tool, the material being worked on and yourself.
- Keep your tools in good condition. A clean, sharp tool is a safe tool. A tool with a greasy handle or dull cutting edge can slip and cause injury.
- Learn the correct way to use a tool. There is typically one right way—and many wrong ways—to use any tool. Don't assume you'll know how to use a new or unfamiliar tool correctly. If you don't know, ask!
- Follow common-sense tool rules. Always cut away from yourself. Pull on a wrench; don't push it. Never modify a tool to increase its leverage or force.
- Use tools thoughtfully, with awareness and patience. Don't rush, don't daydream, don't horse around.
- Carry and store tools safely. Carry tools with the sharp parts pointed down and away from you. Store tools in a clean, dry place to keep them free of grease, dust and rust.

Play It Extra Safe With Power Tools

Power tools make it possible to do many tasks quickly and efficiently. But because they use electricity and have fast-moving parts, you must exercise caution when using them. In addition to standard safe-tool practices, follow these tips when working with portable power tools:

- Dress for safety. Remember, your hands and eyes are your most important tools. When you use saws or grinders, wear protective clothing to prevent cuts and burns. Always wear safety glasses when there is danger of flying wood, metal or particles.
- Inspect and test. Before you use any power tool, check it for broken parts or loose bolts. If you're using a tool with a sharp edge, use a scrap of wood—not your fingers—to test its sharpness.
- Start from "off." Before plugging in a power tool, check the power switch to make sure it's in the "off" position. It's dangerous to plug in a tool when the switch is "on." When you are through, be sure the tool has stopped before unplugging it or putting it down.
- Prevent shock. Be sure your tool is properly grounded and double-insulated. Keep cords away from heat, sharp objects and chemicals that could damage their insulation. Keep your work area dry. If you must work in a wet area, keep the power cord clear of wet surfaces or use a ground fault circuit interupter (GFCI) .

Put Your Tools To Work for You

Hand and power tools are designed to work for you and make your job easier. When used properly they will help minimize errors and maximize safety.