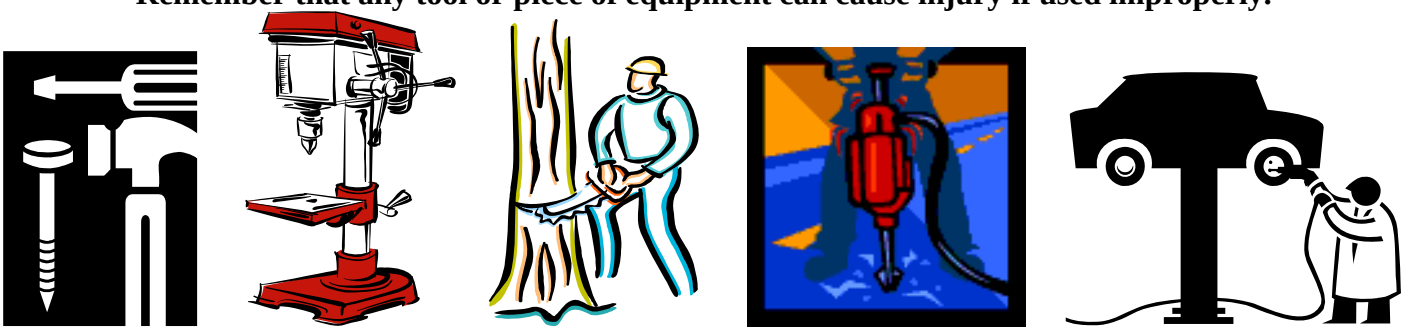
Hand, Power Tool and Machine Safety

At some point in time, each of us will use either a hand tool, power tool, or machine – whether in connection with our jobs, in the workplace, or at home. While some tools and equipment require advanced skills and training, other pieces of equipment are available at your local hardware store for purchase and immediate use with no skill set required.

Remember that any tool or piece of equipment can cause injury if used improperly.



For Hand and Power Tools:

- Inspect each tool before use, including the power cords and accessories.
- Read any instruction manual, if applicable.
- Do not use a damaged tool!
- Do not use a tool with a dull cutting blade or cutting edge.
- Do not work with power tools in a wet environment.
- Never carry a power tool by its cord.
- Use grounded outlets – do not change or modify the cord on a power tool.
- Wear any and all recommended personal protective equipment.
- Conduct proper maintenance on tools – keep them sharp, clean and stored in a dry location.

For Machines or Equipment:

- Inspect machinery before each use.
- Do not operate machinery if it is in disrepair and report defects to your manager.
- Never remove machine guards. If guards are missing, notify your manager.
- Never let machinery run unattended.
- Only use a piece of machinery if you have been trained in its use. Do not allow someone without training to use a piece of machinery.
- Have adequate lighting for the job being performed.
- Do not operate machinery while distracted. Focus on the task at hand.
- Do not wear jewelry or loose fitting clothing near a machine with moving parts as those items could get caught in the machine.
- Wear any and all recommended personal protective equipment.
- If a machine is taken out of service, ensure that its power source is ‘off’ and that lockout/tagout procedures have been followed.
- Know the location of emergency shut off switches.

Remember Safety is No Accident!

Information courtesy of the New York State Insurance Fund