



## Shop, Tool & Electrical Safety

### DOs

Recognize that tools you use at home – scissors, knives, garden equipment and other common implements – can be just as dangerous as workshop tools if mishandled.



Always wear Personal Protective Equipment (PPE) as appropriate, i.e., safety glasses, gloves, hearing protection and appropriate footwear.

Read and follow manufacturer's instructions. At work, always follow your department's safe work practices and Standard Operating Procedures.

Only use clean, well-maintained power tools. Check power cords to be sure they are not frayed, damaged or missing the 3rd prong ground. Ensure all guards and shields are in place.



Keep MIND AND EYES ON THE TASK. Pay attention to your work and be prepared for the unexpected. Take a break if you start to lose focus on the job at hand.



Follow Energy Isolation-Lock out/Tag out procedures. All types of energy must be isolated or "locked off" before you clean or service tools and equipment.

Maintain proper posture and body positioning when using tools. Keep feet about shoulder-width apart whenever possible. Overreaching can cause you to lose balance, allowing the tool you are using to severely injure you.



### DON'Ts

Don't carry power tools by their cords, or move them from one place to another while they are in the "on" position.



Don't allow your workplace to become messy, wet or poorly ventilated. Clutter can lead to trips and falls, and wet or poorly ventilated areas can result in exposure to fumes, fire or electrocution.



Don't use power tools if they (or their power cords) are damaged or if any parts or pieces are missing. Don't replace blades, bits, extensions or cutters without unplugging the power tool first.



Don't give in to complacency and overconfidence, or allow yourself to be distracted. These dangerous mindsets can affect even experienced workers.

Don't forget that office tools such as paper cutters, staplers, scissors, shredders and X-acto knives can cause serious injury if not handled properly. Use box cutters with self-retracting blades, and always retract blades into other tools before storing them.

