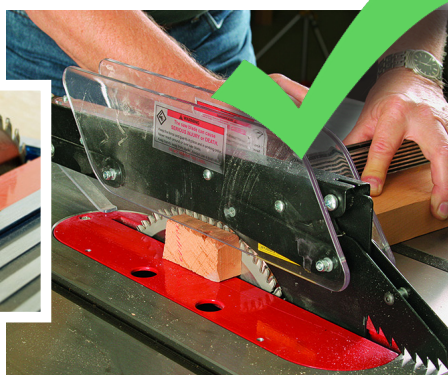
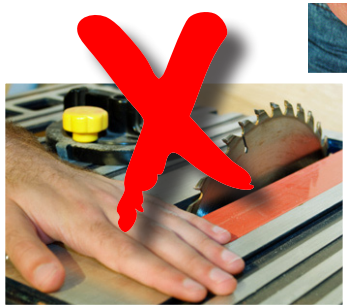


**T**ools make our everyday tasks easier and allow us to finish our work much quicker. However, the improper use of tools or the failure to maintain them can lead to serious injuries. Being aware of common risk factors and proper operating procedures can prevent accidents and injuries caused by hand and power tools.

Exercise precaution when using hand or power tools:

## BEFORE USE

1. **Use the correct tool for the task.** Using the wrong tool requires users to expend much more uncontrolled energy and also damages the tool for safe use in the future.
2. **Do not wear clothing that has strings** or loose ends that may get caught in the machinery.
3. **Wear appropriate personal protective equipment** (e.g., safety glasses with side shields, respiratory protection, face shields, hearing protection).
4. **Check that power tools are properly grounded or double-insulated.** NEVER remove the ground prong or use a two-prong adapter.
5. **Keep all bystanders at a safe distance.** Only operators need to be in the area where tools are being used.
6. **Ensure all guards and shields are in place** before turning on equipment.
7. **Make sure all cords/hoses are away from heat, oil, or sharp edges.**
8. **Secure the work with clamps or a vise to keep your hands free and the material in place.**



## What I need to do...

- Know how to use these tools.
- Use the correct tool for the job.
- Use appropriate personal protective equipment (if applicable).
- Ensure that:
  - Tools are in a safe, operable condition.
  - Power tools are properly grounded.
  - Guards and shields are in place.
  - Tools are put away and properly stored.Do not store food or drink in work areas.

## AFTER USE

1. **Never disconnect power tools from the electrical outlet by pulling on the power cord.**
2. **Keep tools in good condition.** Refer to owner's manual for proper maintenance.
3. **Unplug power tools before changing blades or servicing the equipment.**
4. **Safely store tools when not in use.** Lock out power tools to prevent unauthorized use.
5. **Remove damaged tools from service.**

## References

OSHA Safety & Health Topics: Hand and Power Tools  
<https://www.osha.gov/SLTC/handpowertools/index.html>

National Safety Council Publication 00007-7773: 5 Minute Safety Talk - Hand Tool Safety

For more information about hand and power tools safety, please contact the Office of EH&S at [injuryprevention@usc.edu](mailto:injuryprevention@usc.edu) or (323) 442-2200.