

## **ARCHDIOCESE OF LOS ANGELES CODE OF SAFE PRACTICES FOR USERS OF POWER TOOLS**

When any staff member or volunteer on staff uses power tools, the following basic safe practices must be followed to reduce the risk of fire, electric shock and personal injury.

- ◆ **KNOW YOUR POWER TOOL** – Read owner’s manual. Learn the tool’s applications and limitations as well as the specific potential hazards peculiar to this tool.
- ◆ **GROUND ALL TOOLS – UNLESS DOUBLE INSULATED** – If the tool is equipped with a three prong plug, it should be plugged into a three-hole electric receptacle. If an adapter is used to accommodate a two-hole receptacle, the grounding ear must be attached to a known ground. Never remove the third prong.
- ◆ **KEEP GUARDS IN PLACE** and in working order.
- ◆ **AVOID DANGEROUS ENVIRONMENTS** – Do not expose power tools to rain or use in damp or wet locations. Do not use tool in presence of flammable liquids or gases. Keep work area well lit.
- ◆ **KEEP CHILDREN AWAY** – All visitors should be kept a safe distance from the work area. Do not let visitors contact tool or extension cord.
- ◆ **STORE IDLE TOOLS** – When not in use, tools should be stored in a dry, high or locked up place – out of the reach of children.
- ◆ **DO NOT FORCE TOOL** – It will do the job better and safer at the rate for which it was designed.
- ◆ **USE RIGHT TOOL** – Do not force a small tool or attachment to do the job of a heavy- duty tool. Do not use a tool for a purpose it was not designed for, such as using a circular saw for cutting tree limbs or logs.
- ◆ **WEAR PROPER APPAREL** – No loose clothing or jewelry to get caught in moving parts. Rubber gloves and insulated non-skid footwear are recommended when working outdoors. Wear protective covering to contain long hair.
- ◆ **USE SAFETY GLASSES** – at all times. Also, use a face or dust mask if cutting operation is dusty
- ◆ **DO NOT ABUSE CORD** – Never carry the tool by its cord or yank it to disconnect from the receptacle. Keep cord away from heat, oil and sharp edges.
- ◆ **SECURE WORK** – Use clamps or a vise to hold work. It is safer than using your hand, and it frees both hands to operate tool.
- ◆ **DO NOT OVERREACH** – Keep proper footing and balance at all times.



- ◆ DISCONNECT TOOLS – When not in use, before servicing; when changing accessories such as blades, bits, cutters, etc.
- ◆ GUARD AGAINST ELECTRIC SHOCK – Prevent body contact with grounded surfaces such as pipes, radiators, ranges and refrigerator enclosures.
- ◆ REMOVE ADJUSTING KEYS AND WRENCHES – Form a habit of checking to see that keys and adjusting wrenches are removed from tool before turning it on.
- ◆ MAINTAIN TOOLS WITH CARE – Keep tools sharp and clean for best and safest performances. Follow instructions for lubricating and changing accessories. Keep handles dry, clean and free of oil or grease. Inspect switches, tools, cords and extension cords periodically and have them repaired or replaced by an authorized service facility if damaged. Check moving parts for alignment and binding as well as for breakage and improper mounting. Damaged parts should be repaired or replaced by an authorized service facility unless otherwise indicated in the instruction book.
- ◆ AVOID ACCIDENTAL STARTING – Do not carry a plugged-in tool with your finger on the switch. Be sure the switch is turned off before plugging in a tool. Do not use a tool if the switch does not turn it on or off.
- ◆ WEAR EAR PROTECTORS – when using a tool for extended periods.
- ◆ ACCESSORIES – The use of any accessories other than what is listed or recommended for this particular tool may be hazardous.
- ◆ KEEP HANDS AWAY FROM ALL MOVING PARTS AND BLADE.
- ◆ USE INSULATED SURFACES – A double-insulated or grounded tool may be made live if the blade or bit comes in contact with live wiring in a wall, floor or ceiling, etc. Always check the work area for live wires and hold the tool by the insulated surfaces when “blind” sawing.

