



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

APPENDIX C – Power Tools – General Safety

Power tools must be equipped with safety switches and guards (if provided by the manufacturer). Types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated. To prevent hazards associated with the use of power tools, workers shall observe the following general precautions:

- Read the owner's manual to understand the tool's proper applications, limitations, operation, and hazards;
- Never carry a tool by the cord or hose;
- Never yank the cord or the hose to disconnect it from the receptacle;
- Keep cords and hoses away from heat, oil, and sharp edges;
- Ensure tools are properly grounded. In wet or damp locations, use Ground Fault Circuit Interrupter (GFCI) outlets or extension cords;
- Disconnect tools when not using them, before servicing and cleaning, and when changing accessories such as blades, bits, and cutters;
- Keep all people not involved with the work at a safe distance from the work area;
- When possible, secure work with clamps or a vise, freeing both hands to operate the tool;
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool;
- Maintain tools sharp and clean;
- Be sure to keep good footing and maintain good balance when operating power tools;
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts;
- Inspect tools for damage before each use. Remove all damaged tools from use and tag them: "Do Not Use";
- Ensure that cords from electric tools do not present a tripping hazard;
- Keep work areas well-lit when operating electric tools;
- Store electric tools in a dry place when not in use; and
- Wear PPE and appropriate footwear when using electric tools.