

NC DEQ Portable Hand Tools Toolbox Talk Quiz

- 1) Hand and power tools are used in almost every industry. Since they are so commonly used it's easy to overlook the potential hazards of these tools. This group of tools can be hazardous and create serious injuries when misused or improperly maintained.



- 2) Responsibilities:

- A) Employer: Provide safe tools and equipment for employees. Train employees in the safe use of tools and equipment. Provide the necessary PPE (personal protective equipment).
- B) Employee: Use and maintain tools and equipment in a safe manner. Tag out any unsafe tools immediately and report them to a supervisor. Use and maintain PPE as required.



- 3) General Requirements

- Use the correct tool for the job.

- Examine tools for damage before each use. Inspect power cords. If damaged, take the tool out of service and report it to your supervisor.
- Read the instruction manual and follow all guidelines for maintenance.
- All power tools must either have a 3-prong grounded plug or be double-insulated. All power tools used at work must be UL listed.
- All original safety guards and devices must be in place.
- Always wear the appropriate personal protective equipment. Safety glasses and gloves should be worn when using most power tools. Other PPE may also be required.
- Avoid using power tools in wet environments when possible.
- Use an in-line portable GFCI (ground fault circuit interrupter) in wet environments unless you know your electrical outlet is GFCI protected. Portable GFCIs are required at all times on construction sites (or when using temporary power not part of a building) even if the environment is not wet.
- Never wear loose clothing, dangling objects, or jewelry when using tools with rotating parts. Long hair must be restrained.
- Unplug tools before installing, adjusting, and changing any accessory or attachment.
- Keep solid footing and balance when using tools. Hold or brace the tool securely. Be aware of your surrounding environment.



(In-line portable GFCI)

4) Specific Requirements:

- Keep fingers away from all blades.
- Clamp materials down.
- Keep all guards in place.
- Never use compressed air to clean your body or a co-worker.
- When using pneumatic tools, a safety clip or retainer must be installed to prevent the equipment or hoses from coming apart. Never point pneumatic tools at anyone.

- Hand grinders must be used with the guards and handles in place. Impact tools (drift pins, wedges, and chisels) must be kept free of mushroomed heads.
- Any wooden handled tools with splinters or cracks must be tagged out of use immediately.
- Before an abrasive wheel is mounted, it should be inspected closely to be sure that it is free from cracks or defects
- Use spark-resistant tools only in flammable atmospheres.
- Power tool accessories must be specific for the tool they are used with.



5) Pre-use Inspection: Perform the following inspections prior to each use of a hand tool:

- Look for damaged or cracked housing, power sources, or bits/accessories.
- Make sure cutting blades are sharp. Dull blades are more dangerous than sharp blades.
- Look for missing guards or protective devices.
- Look for leaking gasoline, oil, or other fluids.
- Does the tool have a 3-wire cord? If not, the label must state that the tool is double insulated.
- Make sure electrical tools have a UL listing on the label.
- Make sure the work area is free of any potential trip hazards.



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NC DEQ Portable Hand Tools Toolbox Talk Quiz Key

- 1) Portable electric tools must either have _____ prongs on the electrical cord or be _____ insulated.

- 2) Portable electric tools used in the workplace should be approved by what third party?

- 3) Any portable tools with defects should be _____ and _____ from use.

- 4) Name three things to keep away from tools with rotating or moving parts:

- 5) What portable device can protect you from being electrocuted? When should it be used?



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NC DEQ Portable Hand Tools Toolbox Talk Quiz Key

- 1) Portable electric tools must either have three prongs on the electrical cord or be double insulated. Tools with only two prongs on the electrical cord are not grounded and can lead to electrocution.
- 2) Portable electric tools used in the workplace should be approved by what third party? UL or Underwriter's Laboratory. This certification should be clearly stated on the tool's label.
- 3) Any portable tools with defects should be removed from use (or disposed of) and tagged out from use if they can be repaired.
- 4) Name three things to be kept away from tools with rotating or moving parts: loose clothing, jewelry, long hair, dangling objects.
- 5) What portable device can protect you from being electrocuted? An in-line portable GFCI (ground fault circuit interrupter) device.
This device can protect you in wet environments or when a tool has an electrical defect. In-line portable GFCIs should be used in any wet environment unless you know your electrical outlet is GFCI protected. In-line GFCIs are required on all portable tools used on construction sites.



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