

# Workshop Safe Operating Procedures

**KNOW YOUR POWER TOOL** - Read the instruction manual, learn your tool's applications and limits. If needed, seek a knowledgeable user, book and other avenues of education for safe and appropriate tool operation.

**KEEP GUARDS IN PLACE** - Keep guards in working order and in proper adjustment and alignment. A guard or part that is damaged should be properly repaired or replaced.

**REMOVE ADJUSTING KEYS AND WRENCHES** - Form a habit of checking to see that keys and adjusting wrenches are removed from tool before turning on.

**AVOID DANGEROUS ENVIRONMENT** - Keep the work area clean and well lit. Give yourself ample room to work, free from hazardous clutter.

**USE PROPER TOOL** - Don't force a tool or attachment to do a job it was not designed for. Use the tool and attachment at the rate for which it was designed.

**WEAR PROPER APPAREL** - Do not wear loose clothing, gloves or jewelry that can get caught in moving parts. Contain long hair and roll long sleeves above the elbow.

**USE PROPER PERSONAL PROTECTIVE EQUIPMENT** - Wear safety glasses and/or goggles at all times. Use a face or dust mask if operation is dusty and hearing protection at all times when operating power tools or working in noisy conditions.

**SECURE WORK** - Use a vise or clamps to hold work when practical.

**DON'T OVERREACH** - Keep proper footing and balance at all times. When lifting heavy loads, avoid bending at the waist. Use your legs, keeping the load close to your body to protect your back.

**MAINTAIN TOOLS** - Keep tools clean and cutting edges sharp, for safe and optimum performance. Follow instructions for lubricating and changing accessories.

**AVOID ACCIDENTAL STARTING** - Make sure switch is in "OFF" position before plugging in.

**CHECK FOR DAMAGED PARTS** - A guard or other part that is damaged should be carefully checked to ensure that it will operate properly and perform its intended function. Check for alignment of moving parts, binding of moving parts, mounting and any other conditions that may affect its operation.

**DIRECTION OF FEED** - Feed work into a blade or cutter against the direction of the blade or cutter only.

**NEVER LEAVE THE TOOL RUNNING UNATTENDED** - Turn power off. Don't leave tool until it comes to a complete stop.



**Concentrate - Avoid Distraction**  
**Tools Can't Think - You Must!**

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