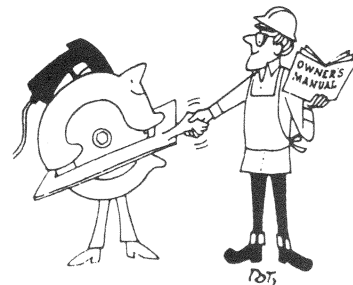


on-the-job Power Tool Safety Maintenance Check List



OWNER'S MANUAL

- 1 Read and *understand* all instructions in Owner's Manual and store for future reference. Information in the Manual is very important to the safe operation of the tool.

CORD SETS AND EXTENSION CORDS

- 2 Visually check cords for cuts and/or other defects. Examine plugs for damage to ground terminal. If ground terminal is missing, the plug should be replaced with correct 3-wire plug by the tool's authorized service center. Keep plug prongs parallel on double insulated tools too. Examine cord and strain relief where the cord enters the tool. If damaged or frayed, red tag the tool. **DO NOT USE.**

All temporary wiring must have protection against ground faults. If a work area is not equipped with a permanently installed Ground Fault Interrupter outlet (GFCI), use a portable "plug-in" type GFCI between the power tool cord or extension cord and the power supply receptacle.

SWITCH

- 3 Check mechanical operation of switch with plug disconnected. It should be free of excessive drag and binding. Also check for secure mounting and any other obvious defects. If tool has a lock on switch be sure it releases freely from lock on position.

CHUCKS, COLLETS OR OTHER TOOL HOLDING DEVICES

- 4 Check to ascertain that parts are in good functional condition. Also be sure that wrenches and keys in appropriate sizes are available and stored properly when not in use.

GUARDS

- 5 Check guards for proper clearances. Refer to owner's manual. Moveable guards should function smoothly. **NEVER DEFEAT THE GUARD.**

HOUSINGS AND GENERAL HARDWARE

- 6 Check general condition of housings for defects and/or damage. Replace missing hardware and tighten all loose bolts and/or fittings.

ADJUSTMENTS

- 7 Make any necessary adjustments per manufacturer's recommendations found in the Owner's Manual.

BLADES AND BITS

- 8 Check for any damage or defects. Clean, sharpen or replace as required and reinstall in accordance with manufacturer's recommendations. Use only those accessories listed in the owner's manual and maintain according to manufacturer.

TOOL MAINTENANCE

- 9 Follow manufacturer's recommended maintenance procedures. If owner's manual is not available, consult yellow pages for the tool's authorized service center.

MECHANICAL OPERATION

- 10 When the tool is disconnected from electrical outlet, rotate by hand (if possible) to insure that all parts are operating freely and that there is no internal damage to drive train. Make sure guards and parts are in proper working order. Battery powered tools should be fully charged before operation.

ELECTRICAL SAFETY TEST

- 11 This test can be performed using an approved ground fault circuit interrupter (GFCI). The test procedure should be performed with the tool in each of its modes of operation (i.e. forward, reverse, etc.) Any tool which trips the GFCI should be immediately identified with a red tag as unsafe. **DO NOT USE.** Before using again, it should be repaired by the manufacturer's authorized service center, or other qualified personnel in accordance with the manufacturer's recommendations.

For battery powered units check recharging unit for correct amperage output.



power tool institute, inc.

1300 SUMNER AVE. • CLEVELAND, OH 44115-2851 • 216-241-7333 • FAX: 216-241-0105

It's the RIGHT TIME for Safety



With The Cooperation of:

- American Hardware Manufacturers Association
- American National Standards Institute, Inc.
- Consumer Product Safety Commission
- IBEW Safety and Health Department
- Liberty Mutual Insurance Co.
- National FFA Organization
- National Institute of Safety and Health
- Underwriters Laboratories, Inc.
- U. S. Department of Agriculture
- Vocational Industrial Clubs of America

The purpose of the Power Tool Institute is to educate the public as to the usefulness and importance of power tools; to encourage high standards of safety and quality control in the manufacture of power tools; and to prepare and distribute information about power tools.