POWER TOOL SAFETY
ON THE JOB
OR AT HOME

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 safe use of power tools.

19. REMOVE ADJUSTING KEY OR WRENCH BEFORE TURNING THE POWER TOOL ON
A wrench or a key left attached to a rotating part of the power tool may result in personal injury.

20. MAINTAIN POWER TOOLS
Check for misalignment or binding of moving parts, breakage of parts and any other condition that may affect the power tool’s operation. If damaged, have the power tool repaired before use. Many accidents are caused by poorly maintained power tools.
   a) Have your power tool serviced by a qualified repair person using only identical replacement parts. This will ensure that the safety of the power tool is maintained.
   b) Keep cutting tools sharp and clean. Properly maintained cutting tools with sharp cutting edges are less likely to bind and are easier to control.

21. EXTENSION CORDS
When operating a power tool outdoors, use an extension cord suitable for outdoor use. Use of a cord suitable for outdoor use reduces the risk of electric shock.
   Replace damaged or worn cords immediately. Be sure your extension cord is rated to allow sufficient current to flow to the motor. For the proper wire gauge for your tool, see chart.
   Never modify the plug in any way or force it into the wrong outlet. Do not use adapter plugs with earthed (grounded) power tools.

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22. GROUND FAULT CIRCUIT INTERRUPTORS (GFCI’s)
GFCI’s provide additional means to reduce serious electrical shock by removing power to the tool if a dangerous fault occurs. All temporary wiring must have protection against ground faults. If a work area is not equipped with a permanently installed GFCI, use a portable “plug-in” type GFCI between the power tool cord or extension cord and the power supply receptacle.

23. ACCESSORIES
Use only proper accessories, sizes and attachments as recommended by the manufacturer’s operator’s manual. Using these items incorrectly can result in a hazardous situation.

24. CORDLESS TOOLS (BATTERY POWERED)
Cordless tools demand the same respect that “corded” tools demand. Remember cordless tools are capable of causing injury if all safety precautions are not followed.
The tool can function any time the switch is turned “on” unless the battery pack is removed. To avoid accidental starting remove battery pack or lock off the switch when the tool is not being used, when changing accessories, and when adjusting or cleaning tools.

For All Professional Tradesmen & Consumer Users

Recommendations for the safe use of portable and stationary power tools

DANGER
WARNING
CAUTION

1300 Summit Ave. • Cleveland, OH 44115-2851 • (216) 241-7333 • Fax (216) 241-0105
Email: pti@power-tool-institute.com • powertoolinstitute.com
These 24 safety recommendations have been selected and ear-marked very important by experts who are highly experienced in power tool accident prevention across the professional trades, in vocational training and consumer usage. But it takes YOU to follow them.

1. **READ AND UNDERSTAND THE OPERATOR’S MANUAL PROVIDED WITH YOUR TOOL AS WELL AS ALL ON-PRODUCT MARKINGS AND LABELS BEFORE USE**

   These items provide important safety information that, if not followed, may result in electric shock, fire and/or serious injury. Save all warnings and instructions in a safe place for future reference.

2. **KEEP WORK AREA CLEAN AND WELL LIT**

   Cluttered or dark areas invite accidents.

3. **GROUND ALL TOOLS UNLESS DOUBLE INSULATED. POWER TOOL PLUGS MUST MATCH THE OUTLET**

   Grounded tools (3 prong tools) must be plugged into a properly installed, grounded outlet. Never modify the plug or force it into the wrong outlet. Do not use adapter plugs with earthed (grounded) power tools.

4. **DO NOT OPERATE POWER TOOLS IN EXPLOSIVE ATMOSPHERES, SUCH AS IN THE PRESENCE OF FLAMMABLE LIQUIDS, GASES OR DUST**

   Power tools create sparks which may ignite the dust or fumes.

5. **KEEP CHILDREN AND BYSTANDERS A SAFE DISTANCE AWAY WHILE OPERATING A POWER TOOL**

   Distractions can cause you to lose control.

6. **AVOID POWER LINES AND ELECTRIC CIRCUITS**

   Be aware of all power lines and electric circuits in your work area—particularly concealed wiring.

7. **STAY ALERT, WATCH WHAT YOU ARE DOING AND USE COMMON SENSE WHEN OPERATING A POWER TOOL. DO NOT USE A POWER TOOL WHILE YOU ARE TIRED OR UNDER THE INFLUENCE OF DRUGS, ALCOHOL OR MEDICATION**

   A moment of inattention while operating power tools may result in serious personal injury.

8. **KEEP GUARDS IN PLACE**

   And in proper working order

9. **SECURE AND SUPPORT THE WORKPIECE**

   Use clamps and a stable work surface

10. **DO NOT FORCE ANY POWER TOOL**

    The correct power tool for an application will do the job better and safer at the rate for which it was designed.

11. **STORE IDLE POWER TOOLS OUT OF THE REACH OF CHILDREN AND PEOPLE UNFAMILIAR WITH THEIR PROPER OPERATION**

    Power tools are dangerous in the hands of untrained users.

12. **ALWAYS DRESS PROPERLY**

    Loose clothes, jewelry or long hair can be caught in moving parts.

13. **USE SUITABLE PERSONAL PROTECTIVE EQUIPMENT**

    Always wear eye protection complying with ANSI Z87.1. Protective equipment such as dust mask, non-slip safety shoes, hard hat, or hearing protection used for appropriate conditions will reduce personal injuries.

14. **DISCONNECT THE POWER TOOL FROM ITS POWER SOURCE BEFORE MAKING ANY ADJUSTMENTS, CHANGING ACCESSORIES, OR STORING POWER TOOLS**

    Such preventive safety measures reduce the risk of starting the power tool accidentally.

15. **NEVER USE A POWER TOOL IF THE SWITCH DOES NOT TURN IT ON AND OFF**

    Any power tool that cannot be controlled with the switch is dangerous and must be repaired before further use.

16. **DO NOT OVERREACH**

    Proper footing and balance enable better control of the power tool in unexpected situations.

17. **DO NOT ABUSE THE CORD. NEVER USE THE CORD FOR CARRYING, PULLING OR MOVING THE POWER TOOL. KEEP TOOL AWAY FROM HEAT, OIL, SHARP EDGES OR MOVING PARTS**

    Damaged or entangled cords increase the risk of electric shock.

18. **PREVENT UNINTENTIONAL STARTING**

    Ensure the switch is in the off-position before connecting to a power source, picking up or carrying the tool. Carrying power tools with your finger on the switch or energizing power tools that have the switch on invites accidents.