Hand & Power Tool Safety

SF-LIB-10 | Equipment | Employer planning starter

Control guards, accessories, energy, exposures and defective tools.

Scope and limits

General tool-safety planning aid. Follow the actual tool manual and applicable construction or general-industry standards.

Proposed employer workflow

1. Select the tool and accessory for the material, task and operating limits.
2. Inspect handles, guards, cords, hoses and accessories before use; quarantine defects.
3. Secure the workpiece and arrange safe body position, bystander separation and lighting.
4. Control energy using the tool-specific procedure before adjustment or accessory changes.
5. Assess dust, noise, sparks, flying particles and electrical exposure; select suitable controls and PPE.
6. Store and transport tools to protect cutting edges, batteries and other vulnerable parts; report unusual operation.

Stop-work trigger

Stop for a missing guard, damaged accessory, unexpected vibration or unknown operating limit.

Adapt this resource before use. It is not OSHA-approved, a certification, a permit, or a complete site-specific safety program. The employer must determine applicable rules and approve the actual controls.

Site implementation worksheet

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Employer / site: _____

Administrator / contact: _____

Effective date / next review: _____

Complete these topic-specific arrangements

Tool ID / task / accessory

Procedure / location / responsible person

Guards / condition / energy procedure

Procedure / location / responsible person

Dust / noise / bystander controls

Procedure / location / responsible person

Attach the supporting plans

Identify applicable federal, State Plan and task-specific rules; attach equipment instructions, assessments, maps and any required written programs or permits. Record their document IDs below.

Supporting document / revision / owner

Employer approval / signature / date: _____

Approval of this worksheet alone does not authorize hazardous work.

Field check & follow-up

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Task / date / reviewer: _____

Mark each item Yes / No / N/A. Explain N/A. Resolve any missing critical control before work; record who verified the correction.

Check	Y / N / N/A	Action / owner
Tool and accessory matched		
Guards functioning		
Workpiece secured		
Energy control understood		
Exposure controls ready		

Crew briefing and verification

Discuss: Stop for a missing guard, damaged accessory, unexpected vibration or unknown operating limit.

Ask each worker to explain the task controls and who to contact. Record the topic, participant names, demonstration or questions, and unresolved gaps. Attendance alone is not proof of proficiency.

Participants / evidence / gaps / corrective action

Reviewed by / date / follow-up due: _____

Official reference and use

https://www.osha.gov/hand-power-tools

Source checked Nov 3, 2026. OSHA regulations and recommended guidance have different roles. Verify changes and applicability before adoption. Procedures and forms here are original SafetyFluent planning aids. Copy and adapt for internal workplace use, retaining source and revision details.

Records: assign secure storage, access and retention based on applicable requirements; there is no universal retention period for every form. Keep medical details out of this general crew worksheet.