Power tools toolbox talk

Tools and plant · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

Angle grinders, circular saws, drills and breakers are on every site, and they cause deep cuts, eye injuries, burns and electric shocks. A grinder disc spinning faster than it was made for can burst like a grenade, and a saw that kicks back can throw itself at your legs. The law requires safe tools, guards that stay on and proper training.

SAY THIS

Trained on that tool

Only use a grinder, saw or cutter if you have been trained on that type of machine. Your employer must give you the training you need to use it safely. If you have not used this tool before, say so. There is no shame in asking, but there is real danger in pretending.

Right disc, right speed

Every disc is marked with its top safe speed. That speed must be at least as high as the speed marked on the grinder. Never fit a bigger disc than the grinder and guard were made for. Use cutting discs for cutting and grinding discs for grinding, and never grind with the side of a thin cutting disc. Check the disc for cracks or chips and fit it with the correct flanges. Unplug the tool or take the battery out before changing a disc.

Guards and handles stay on

The guard is there to catch the pieces if a disc bursts. Never take it off, never turn it so it no longer covers you, and never take off the side handle. Saw guards must spring back freely. A guard tied back with wire is a broken tool.

Check before you plug in

Look at the lead and plug. Cuts, bare wires, taped joints or a cracked casing mean the tool is out of service: tag it and hand it in. Plug in only where the supply is protected by an earth leakage unit, and keep leads out of water and away from the cutting line.

While you cut

Clamp or wedge the work so it cannot move. Hold the tool with both hands and stand firm, to the side of the disc's line, not behind it. Point sparks away from people, gas bottles and anything that can burn. Keep sleeves, cloths and hair away from the spindle. After you switch off, let the disc stop before you put the tool down.

Eyes, ears and lungs

Grinding and cutting throw out sparks, chips and dust. Wear eye protection, and a face shield when grinding. Use hearing protection and a dust mask or water suppression when cutting brick, block or concrete. People watching must protect their eyes too.

CHECK ON SITE TODAY

- [ ] Who on the crew is trained on the grinders and saws, and who is not yet?
- [ ] Every grinder's guard and side handle fitted and in the right position
- [ ] Disc speed ratings match or exceed each grinder's marked speed
- [ ] Leads and plugs undamaged, with no taped joints
- [ ] Earth leakage protection on the supply used for power tools
- [ ] Eye protection and face shields available at every cutting point

ASK THE CREW

? How do you check that a disc is right for this grinder?

? Why might someone take a guard off, and what can happen if they do?

? Where should you stand when you cut, and why?

? What do you do with a tool that has a damaged lead?

PROTECTIVE EQUIPMENT FOR THIS JOB

Safety glasses or goggles · Face shield for grinding · Hearing protection · Dust mask or respirator when cutting masonry or concrete · Gloves suited to the job (not loose gloves near a spinning drill bit) · Safety boots

THE LAW

Driven Machinery Regulations, 2015, regulation 9: Grinding machines; Occupational Health and Safety Act 85 of 1993, section 8: General duties of employers to their employees; Occupational Health and Safety Act 85 of 1993, section 15: Duty not to interfere with, damage or misuse things. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/power-tools/

Toolbox talk attendance register

TOPIC

Power tools and angle grinders

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			

Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.