

**PHILIPS HEALTHCARE**

<b>Trainee Name:</b>	
<b>Trainee Signature:</b>	
<b>Date:</b>	

<b>Course Title</b>	<b>Local Course Code</b>	<b>Revision</b>
Power Tool Safety	GTS	N/A

By submitting this form, I agree that I have completed the required training for this course and understand the material and the impact on my job responsibility.

Signed by 3<sup>rd</sup> Party Contractor Training Representative:

\_\_\_\_\_ Date: \_\_\_\_\_

*\*\*This form is to be kept as a formal training record by the 3<sup>rd</sup> Party Contractor Agency\*\**

# Supervisors Safety Bulletin™ Training Toolbox



*This training tool is included with your membership to Supervisors Safety Bulletin – the latest news, rules, updates and training tools for a safe company and a safer workforce.*

## Power Tool Safety – How to stay safe

■ 5 keys to eliminating power tool hazards, and some important dos and don'ts

*The purpose of this session is to help minimize your risk of injury from power tools. You'll learn why misuse and poor maintenance can lead to injury.*

### Dependable and safe

Today's power tools offer more power, adaptability and dependability than ever before.

Power tool users have the duty to understand the tool's safety features and make sure the manufacturer's precautions are followed at all times.



### 5 keys to eliminate hazards

Follow these five keys to eliminate safety hazards:

1. Keep tools in good condition.
2. Use the right tool for the job.
3. Examine each tool for damage before using it.
4. Always follow the manufacturer's instructions.
5. Use the proper PPE (personal protective equipment).

These five keys must be followed at all times, whether the tool you are using is battery powered,

electric, pneumatic, liquid fuel, hydraulic or powder-actuated.

### Common safety issues:

Be aware of all power lines and electrical circuits, water pipes and other hazards in your work area.

Avoid using power tools in damp or wet locations, or in an explosive atmosphere of dust, fumes or flammable materials.

### Dos and don'ts

Always wear proper clothing. Do not wear loose-fitting clothes, dangling

objects or jewelry.

Longer hair should be covered or restrained.

Never carry a tool by the cord or hose.

Never yank the cord or hose to disconnect it from the power source.

Keeps cords and hoses away from heat, oil and sharp edges.

Disconnect power tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters.

To avoid accidental starting, don't hold a finger on the switch button while carrying a plugged-in tool.

Remember to keep others away when using a power tool. They are susceptible to hazards, too.

### WHAT COULD GO WRONG?

**T**here are far too many power tools to list all of them in this Training Shop.

Below are some safety considerations for the most common power tools.

Remember, it's best to secure your work before using any type of power tool.

**Drills:** Goggles are a must when using a power drill. Be sure the bit is sharp, clean and firmly tightened in the chuck.

Never push too hard or the bit will break – let the drill do the work for you.

**Saws:** Goggles are a must when using all power saws!

Select the proper blade for the job and keep the cord away from the work!

Be sure the safety guard is in good order. Never disable this life-saving device.

**Sanders and grinders:** Goggles are a must when using these tools.

Inspect grinding wheels for chips and cracks. Cracked wheels can separate and throw off fast-flying fragments.

On sanders, only use attachments approved by the manufacturer.

Keep a steady grip on belt sanders so they don't get away from you.

# Training Session Quiz

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**1** Power tool users should understand the tool's safety features and follow the manufacturer's precautions.

true  false

**2** Two key ways to keep safe when using power tools are to be sure the tool is in good condition and is the right tool for the job.

true  false

**3** The final authority on the proper way to use and care for your power tool is the manufacturer.

true  false

**4** Once you've selected the proper power tool for the job and made sure the tool is in safe working condition, you're ready to get started on your task.

true  false

**5** As long as the power tool you are using has a 3-prong plug or is double-insulated, you are not likely to get a shock – so it's OK to use in damp or wet locations.

true  false

**6** Power tool users should not wear loose-fitting clothes, dangling objects or jewelry. Even long hair should be covered.

true  false

**7** Your employer is responsible to make sure every tool used in the workplace is in good working order.

true  false

**8** Whether you are at work or at home, you should only use a tool for its intended purpose – and nothing else.

true  false

**9** Personal protective equipment, like safety goggles, are required when working with most power tools, even drills.

true  false

**10** Today's well-made power tools have sturdy, insulated cords – so it's OK to carry the tool by the cord or yank the cord from the power source.

true  false

## CHECK BEFORE YOU PLUG IT IN



One of the greatest hazards from power tools is electric shock.

Some tools are equipped with a 3-pronged plug. Never break off the third prong and always use an outlet that accommodates this type of plug.

Many newer tools use only a 2-prong plug. These tools are double-insulated, meaning the housing is made of a non-conducting material and is insulated from the electrical components inside.

Inspect the cord before each use. Keep the cord clear of the tool's moving parts.

## ANSWERS

1. True. It is never safe to use a power tool without first understanding how the tool works, and why.
2. True. These two keys are probably the most important for staying safe.
3. True. Always follow the manufacturer's advice on using power tools. Users should always take the time to read instructions and warnings that come with the tool.
4. False. There are other steps to take before starting a task. Check for power lines, electrical circuits, water pipes and other hidden hazards, and wear personal protective equipment.
5. False. It's never safe to use a power tool in a damp or wet location. Even a small current leak can cause a severe shock in a wet place.
6. True. Loose clothes, jewelry and long hair can get pulled into a power tool and injure the user.
7. True. It is ultimately the employer's duty to make sure all tools are safe. However, workers should alert their supervisors if they think a tool is unsafe.
8. True. You should only use a tool for its intended purpose and nothing else.
9. True. Most power tools require the use of PPE.
10. False. Never carry a tool by its cord or yank the cord from its power source.



# Gibson Technical Services

## Tools and Test Equipment Calibration and Repair Procedure

### 1. PURPOSE AND SCOPE

#### 1.1. Purpose

The purpose of this process is to ensure that all GTS Tools requiring calibration that are owned/leased by GTS are calibrated or repaired in accordance to the manufacturer's and/or Customers requirements.

#### 1.2. Scope

This procedure includes all calibrated tools and test equipment owned by GTS, and used by Field Engineers.

### 2. KEY TERMS AND ACRONYMS

Calibration Vendor	Organization that provides calibration and/or repair services to GTS
OOT	Out of Tolerance. Condition of an instrument that will cause the operator to be mis-informed as to the actual condition of the T/TE under test. Repairs are not to be considered an out of tolerance condition unless other functions or ranges appear to be operating correctly, but are out of tolerance.
Repair	Condition of an instrument that provides an indication of 50% or less of the expected result or any malfunction that can be readily identified by the instrument user, including if the instrument does not power up or has non-functioning features.
T/TE	Tools and Test Equipment

### 3. GENERAL

3.1. Tools and Test Equipment (T/TE) MUST NOT be used past the calibration due date.

3.2. T/TE that is past the calibration due date must be secured to prevent use and sent in for calibration as soon as possible if needed for field use.

3.3. T/TE must be immediately removed from service and sent in to the GTS Home office for calibration if the Calibration Seal, which has been applied to the instrument, is broken or missing.

### 4. TOOLS AND TEST EQUIPMENT CALIBRATION PROCESS

- 4.1. The GTS Asset Manager and / or Project Manager will send an email notifying an FE that T/TE assigned to them is due for calibration within the next 60 days. These recall reminders will be sent weekly until the T/TE is received by the home office.
- 4.2. The FE will promptly send the T/TE to the home office including a detailed note explaining any functionality issues they have experienced with the T/TE.
- 4.3. The Asset Manager or Project Manager will update the T/TE database upon calibration.
- 4.4. The Asset Manager will maintain calibration certificates for equipment calibrations. Electronic copies of the calibration certificates are available to view and can be printed if necessary.

## **5. OUT OF TOLERANCE TOOL AND TEST EQUIPMENT**

- 5.1. If the T/TE has an Out of Tolerance (OOT) condition(s) found at the Calibration Vendor, the Calibration Vendor will notify the Asset Manager or designee, and update the Calibration database with the OOT condition.
- 5.2. The T/TE Manager or designee may contact the field directly for feedback about T/TE usage/calibration, etc. to aid in the final disposition of the OOT.
- 5.3. The T/TE Manager or designee will determine the appropriate next steps required by the OOT condition. If a OOT is found, GTS will notify Philips Healthcare of the OOT, and include a list of projects that the OOT T/TE was utilized on.

## **6. TOOLS AND TEST EQUIPMENT REQUIRING REPAIR**

- 6.1. If T/TE fails or needs repair while in the field, the FE will contact GTS Project Manager for instruction on returning T/TE for repair.
- 6.2. Decisions to repair calibrated tools and test equipment (T/TE) after determination of repair cost by the Calibration Vendor will be made by Asset Manager on a case by case basis.

## **7. PAST DUE CALIBRATION OF TOOLS AND TEST EQUIPMENT**

- 7.1. The Asset Manager shall review the calibration statistics report and the calibration past due report on a regular basis, and contact any FE possessing T/TE that is past due for calibration. T/TE that is past due for Calibration must not be used under any circumstance.
- 7.2. If it is determined that equipment was installed or repaired with T/TE that was past due for calibration, Philips Healthcare should be immediately contacted for resolution.