

When working with electric tools, basic safety precautions must always be followed to reduce the risk of fire, electric shock, and personal injury including the following:

1. Employees will be properly and thoroughly trained before attempting to do any work with any woodworking tools.
 - a. Read all instructions thoroughly and learn the applications, operating limitations, and potential hazards of each and every tool before attempting to operate it.
2. Keep work area clean.
 - a. Cluttered areas and benches invite injuries.
3. Avoid dangerous environments.
 - a. Do not expose power tools to rain.
 - b. Don't use power tools in damp or wet locations.
 - c. Keep area well lit.
 - d. Avoid chemical or corrosive environment.
 - e. Do not use tool in presence of flammable liquids or gases.
4. Guard against electric shock.
 - a. Prevent body contact with grounded surfaces.
 - i. For example: pipes, radiators, ranges, refrigerator enclosures.
5. Do not let visitors use or touch tools or extension cords.
 - a. All visitors should be kept away from work area.
6. Store idle tools.
 - a. When not in use, tools will be stored in dry, and high or locked-up place – out of reach of children if the possibility of exposure is there.
7. Do not force the tool.
 - a. It will do the job better and safer at the rate for which it was intended.
8. Use right tool.
 - a. Don't force small tool or attachment to do the job of a heavy-duty tool.
 - b. Don't use tool for purpose not intended - for example - do not use a circular saw for cutting tree limbs or logs.
9. Dress properly.
 - a. Do not wear loose clothing or jewelry.
 - b. Loose clothing, drawstrings and jewelry can be caught in moving parts.
 - c. Rubber gloves and non-skid footwear are recommended when working outdoors.
 - d. Wear protective hair covering to contain long hair.
10. Use safety glasses.
 - a. Wear safety glasses or goggles while operating power tools.
 - b. Also dust mask if operation creates dust.

- c. All persons in the area where power tools are being operated must also wear safety glasses and dust mask.
11. Don't abuse cord. Never carry tool by cord or yank it to disconnect from receptacle.
 - a. Keep cord from heat, oil, and sharp edges.
 - b. Have damaged or worn power cord and strain reliever replaced immediately.
 - c. Do not attempt to repair power cord.
 12. Secure work.
 - a. Use clamps or a vise to hold work.
 - b. It's safer than using your hand and it frees both hands to operate tool.
 13. Don't overreach. Keep proper footing and balance at all times.
 14. Maintain tools with care.
 - a. Keep tools sharp and clean for better and safer performance.
 - b. Follow instructions for lubricating and changing accessories.
 - c. Inspect tool cords periodically and if damaged, have repaired by authorized service facility.
 - d. Inspect extension cords periodically and replace if damaged.
 - e. Have all worn, broken, or lost parts replaced immediately.
 - f. Keep handles dry, clean, and free from oil and grease.
 15. Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, cutters, and etc.
 16. Remove adjusting keys and wrenches.
 - a. Form the habit of checking to see that keys and adjusting wrenches are removed from the tool before turning it on.
 17. Avoid unintentional starting.
 - a. Do not carry a plugged-in tool with finger on switch.
 - b. Be sure switch is off when plugging in.
 - c. Keep hands, body, and clothing clear of blades, bits, cutters, etc. when plugging in the tool.
 18. Outdoor use extension cords.
 - a. When a tool is used outdoors, use only extension cords marked
 19. "Suitable for use with outdoor appliances - store indoors when not in use."
 20. Stay alert.
 - a. Watch what you are doing.
 - b. Use common sense.
 - c. Do not operate a tool when you are tired or while under the influence of medication, alcohol, or drugs.
 21. Check damaged parts.
 - a. Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other conditions that may affect its operation.
 - b. A guard or other part that is damaged must be properly repaired or replaced by an authorized service center unless otherwise indicated elsewhere.

c. Have defective switches replaced by authorized service center.

Do not use tool if switch does not turn it on and off.

22. Wear ear protection to safeguard against possible hearing loss.