

# Portable Tool Safety and Operation

**\*NOTICE\*** Rules and guidelines listed on this page are only reminders. Persons must read lab safety manual, machine manual, and be trained by WRL Manager.



## Safety Rules

- Safety glasses are required. Other protection may be required.
- Use tool with proper material and for a job which it was designed.
- Check cord for cuts, wear, or bare wire.
- Never adjust tools or setup while tools are running.
- Make sure bit, blade or wheel is secured in tool.
- Keep bystanders away when using a power tool.
- Check that switch is off before starting.
- Always have a firm footing when using power tools.
- Secure work piece properly.
- Do not force tool.
- Many portable tools cut through the bottom of the piece. Make sure that unwanted contact will not occur between work surface and cutter.
- On the jig saw make sure blade will extend through the bottom side of the work at all times.
- The belt sander has sufficient weight. Do not force down when sanding.
- Keep fingers 2-3" away from working point.
- Never remove guard.
- Always feed in proper direction. *Ex.) feed router against the rotation of the bit.*
- Setups requiring anything other than the standard equipment must be approved by supervisor.
- Tooling changes must be approved by Technician or Manager.
- Don't work material that is too small to be held or supported properly.
- Never set tool on bit, blade or wheel.
- If machine is malfunctioning stop immediately and report to supervisor.