

Company Name: _____

Performed by: _____

Date: _____

Location / Project: _____

Time: _____

Introduction:

Notes:

Hand and power tools are used daily in the workplace, but their hazards are often overlooked. Misuse or neglect of these tools can lead to serious injuries. This toolbox talk aims to raise awareness of potential hazards and outline safe practices for handling hand and power tools to prevent workplace incidents.

Hazards & Risks

- Damaged or faulty tools: Cracked housing, frayed power cords, or missing safety guards can increase the risk of accidents.
- Dull blades: A dull cutting edge requires more force, making slips and injuries more likely.
- Incorrect tool use: Using the wrong tool for the job can lead to ineffective work and potential hazards.
- Electric shock hazards: Tools with damaged cords or improper insulation pose a risk of electrocution.
- Flying debris: Lack of proper PPE can result in eye injuries from sparks or debris.
- Fire hazards: Using non-spark-resistant tools near flammable materials can cause fires.

Preventive Measures

Training:

- All employees using hand and power tools must receive initial training and an annual refresher.

Pre-Use Inspection (To be done before every use):

- Check for damaged or cracked housing, power source, or accessories.
- Ensure blades and bits are sharp and in good condition.
- Verify that guards and protective devices are intact and functional.
- Look for leaking gasoline, oil, or other fluids on fuel-powered tools.
- Confirm that corded tools have a three-wire cord or are double-insulated.
- Keep the work area clear of trip hazards.

Proper Use:

- Maintain a clean and organised work area to reduce hazards.
- Wear appropriate PPE – safety glasses are required at all times when using power tools.
- Use the correct tool for the task – never improvise with unsuitable equipment.
- All tools must be used only as intended and in accordance with the manufacturer's specifications.
- Follow the manufacturer's instructions for each tool.



Discussion Points

- If unsure about a tool's operation, ask a supervisor or colleague before using it.
- Never point tools at or operate them too close to others.
- Use spark-resistant tools when working near fuel sources.
- Avoid excessive force when cutting or drilling into hard materials.
- Fuel-powered tools must be turned off and cooled before refuelling. Always refuel in well-ventilated areas.
- Indoor use of fuel-powered tools requires prior approval from the site safety team.
- Drain fuel if storing equipment for extended periods.
- De-energise tools before storage (including removing air, hydraulic pressure, or loads).
- Store electrical tools in dry areas.
- Store flammable liquids in accordance with UK regulations.
- Has anyone experienced an injury or close call while using a power tool? How could it have been prevented?
- What tools present the greatest hazards in your work environment, and how can these risks be minimised?
- Are there any damaged or faulty tools on-site that need to be repaired or removed? If so, take action immediately after this talk.



Toolbox Talk Notes / Actions:



Attendance:

Name	Signature	Name	Signature
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