Safely operating power tools requires taking basic precautions to prevent electrical accidents. The following training guide, based on OSHA’s “Hand and Power Tools” page, will prepare you to discuss the risks that damaged or misused power tools and cords present at the workplace.

**In your training session:**

1. Ask your employees to name the biggest power tool electrical hazards that they may encounter.

2. Ask your employees to name ways that they will prevent power tool electrical accidents, including accidental shock.
   - Using power tools and their chargers only in dry areas (water conducts electricity and will cause electric shock)
   - Not using or charging battery pack tools near flammable liquids or gases or open flames
   - When using corded power tools:
     - Using grounded cord tools or UL approved double insulated tools
     - Always connecting to a ground fault circuit interrupter (GFCI) in damp or outdoor environments
     - Using cords that are long enough to easily reach the work area
     - Only using extension cords outside if they are approved for outdoor work
     - Only using extension cords of sufficient wire gauge
     - Checking for damage to tools and cords before use
     - Not using spliced electrical cords

3. Go over this list of dangerous behaviors that can also contribute to electrical hazards.
   - Carrying tools by their cords
   - Removing plugs from the outlet by pulling the cord
   - Altering a plug in any way in order to fit the receptacle
   - Altering a tool in a way that is not approved by the manufacturer

**Disclaimer:** This safety discussion guide is a summary overview only and does not include all aspects of safe power tool use. Please refer to the safety instructions that come with each tool you use. All safety information presented in this document is believed to be current at the date of its publication, April 2013. IWIF assumes no liability for identification or correction of conditions or hazards. Safety and health remain your responsibility.

**Vocabulary**
- Cord – Cordón [kor-DOHN]
- Electrical hazard – Peligro eléctrico [pay-LEE-groh ay-LAKE-tree-koh]
- Extension cord – Alargador [ah-lahr-gah-DOR]
- Outlet – Tomacorriente [toh-mah-kor-RYEN-tay]
- Plug – Enchufe [en-CHOO-fay]
- Water – Agua [AH-gwah]

**Useful Expressions**
- Approved for outdoor use – Aprobado para el uso al aire libre [ah-pro-BAH-doh PAH-rah el OO-soh all AYE-ray LEE-bray]
- Don’t carry a tool by the cord – No lleva una herramienta por el cordón [no YAY-va OO-nah air-rah-MYEN-tah por el kor-DOHN]
- Don’t use damaged tools or cords – No use cordones o herramientas dañados [no OO-say kor-DOH-nace oh air-rah-MYEN-tahs dah-NYA-dose]
- Ground fault circuit interrupter – Interruptor de circuito por falla a tierra [een-tair-roop-TORE day sair-KWEE-toh por FAH-yah ah TEE-AIR-ah]
- Risk of electric shock – Riesgo del choque eléctrico [ree-ACE-goh dell CHOHK-kay ay-LAKE-tree-koh]
- To be electrically grounded – Estar conectado a tierra [ay-STAR koh-nack-TAH-doh ah TEE-AIR-rah]
- Turn off (machine/appliance) – Apagar [ah-pah-GAR]

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