

TOOLS AND EQUIPMENT

Safely using the tools and pieces of equipment that are required to maintain fairgrounds not only benefits the user but can also keep the tools and equipment in use longer.

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GENERAL SAFETY

Inexperienced staff and volunteers should never operate tools and equipment until they have been properly trained about their use and care. Users should know how safely to disengage and stop equipment quickly in the event of an accident.

Employees and volunteers should also learn how properly to wear personal protective equipment (PPE) necessary to perform a task safely. If a task has specific risks related to its performance, the employee or volunteer needs to understand how best to protect him- or herself from the hazard. Records of these and other hazard exposure trainings should be documented and retained.

In addition to being part of training, the following safety items should always be addressed:

- All equipment should be carefully inspected for loose, broken or damaged parts. Repair or replace the equipment prior to use.
- Always check the work area for potential hazards. Remove debris that could potentially be thrown by the equipment or create a tripping hazard. Ensure that the area is free of combustibles if using spark-generating equipment.
- Never operate gasoline- or diesel-powered equipment inside a building, unless appropriate ventilation is provided.
- Pay attention to weather conditions, and adjust clothing, personal protective equipment and/or the work detail to mitigate harm.
- Never remove or tamper with discharge chutes, blade guards or other factory-installed safety guards.
- When fueling or refueling, always:
 - Use flash-proof safety cans.
 - Make sure equipment is turned off and power supply is disconnected.
 - Allow engine to cool.
 - Open fuel cap slowly to release pressure.
 - Fill outside.
 - Clean up spills immediately.



Regularly inspect equipment for loose, broken or damaged parts.

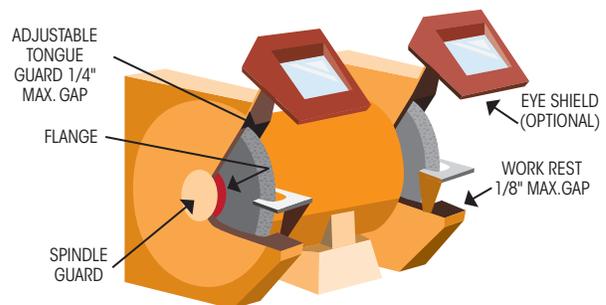
POWER TOOLS

Power tools, whether portable or secured in a fixed position, may present hazards to those responsible for maintenance and repairs. To minimize the risk of accidents from power tools consider the following:

- Electrical cords attached to power tools should be in good condition—free of tears in the insulation or wiring.
- Power tools should either be internally grounded (double insulated) or have an intact grounding pin on the cord plug.
- Users should wear recommended PPE when operating power tools, which may include gloves, and eye and ear protection.
- On table saws, to minimize the risk of kickback or throwing materials, non-kickback fingers or dogs should be used on both sides of the blade.
- Pedestal or bench grinders:



Saws should have guarding around the blade to help prevent accidental contact with the moving blade.



- Should be securely mounted either to the floor or to a bench.
- Guarding should cover a minimum of 75 percent of the grinding wheel.
- Additional side guards should cover the spindle, end nut and flanges.
- Position tongue guards so that no more than a one-fourth-inch opening exists to protect against ejected materials.
- To minimize objects being caught between the wheel and the work rest, consider setting the work rest to no more than one-eighth inch away from the grinding wheel surface.
- Portable hand grinders should have no more than half of the wheel exposed with guarding positioned between the handle and the wheel in such a way as to direct materials away from the user.
- Portable or stationary fans should have guarding over the blades if the blades could reasonably contact individuals.



- Any fans positioned less than 7 feet from the floor should have guarding over the blades with gaps no greater than one-half inch.
- Moving parts or electrical components other than the point of operation, such as drive belts, must be guarded to prevent contact.
- Any switches or buttons should be guarded to prevent accidental startup.

LADDERS

Falls from ladders are the most common hazards associated with ladder use, but contacting overhead electrical wires and unsecured or loose tools or objects can also cause serious injury. To help minimize accidents when using ladders the following guidelines should be followed:

- Prior to using a ladder, an individual should visually inspect the ladder and rungs for signs of defects, damage or corrosion. Defective ladders should be removed from service.
- Ladders should not be placed in front of doors opening toward the ladder unless the door is blocked open, locked or guarded.



Workers should not step on top cap of a step ladder.

- Ladders should only be used on a stable and level surface (unless well secured). Do not place ladders on boxes, barrels or other unstable bases to gain additional height.
- All locks and spreaders should be securely engaged.
- Users should always face the ladder when ascending and descending.
- Users should always maintain three points of contact (two hands and one foot or two feet and one hand) when ascending and descending a ladder.
- Extension ladders should only be adjusted when the user is standing at the base, not while standing on the ladder or from a position above the ladder.
- Users should not overreach. They should move the ladder to align with the target area.
- Users should not carry loads that could cause them to lose balance.
- Users should always check for electrical lines when erecting a ladder. If using a ladder near energized electrical lines or equipment, the ladder must have non-conductive side rails, such as wood or fiberglass.
- Users must secure all tools and work materials before ascending a ladder. They should not carry tools or equipment in their hands.
- A ladder should never be used for anything other than its intended purpose.