

# Office of Risk & Safety

Organizational  
Training  
Class

**Course Name:** Hand Tools and Machinery Safety

**Duration:** 30 Minutes

**Video Included:** Yes

**Instructor:** TBD

**Course Description:** The purpose of this class is to train employees in the proper use of hand tools and machinery in the workplace. Workers should be able to recognize the hazards associated with different types of tools and the safety precautions necessary to prevent injury. Employees will learn proper safety techniques to include:

- Inspecting the tools before beginning work
- Proper use of hand, power tools and other machinery
- Safety hazards of power drills and hand saws
- Preventing electrical shock from electric tools
- Inspection, maintenance and use of safety guards