PRESENTER'S GUIDE

"HAND AND POWER TOOL SAFETY IN CONSTRUCTION ENVIRONMENTS"

Part of the Construction Safety Kit Series

Quality Safety and Health Products, for Today... and Tomorrow

THE CONSTRUCTION SAFETY KIT SERIES

This education program is part of the Construction Safety Kit Series. The programs in this series have been created to provide building and construction employees with good, basic information on everyday safety and health topics. Many of these programs also meet employee training requirements of specific OSHA regulations. This series includes the following programs:

- Crane Safety
- Caught-In/Between Hazards
- Dealing with Drug & Alcohol Abuse… Employees
- Dealing with Drug & Alcohol Abuse… Managers/Supervisors
- Electrocution Safety Part I… Types of Hazards and How you Can Protect Yourself
- Electrocution Safety Part II… Employer Responsibilities
- Eye Safety
- Fall Protection
- First Aid
- GHS Container Labeling
- GHS Safety Data Sheets
- Hand and Power Tool Safety
- Hand, Wrist and Finger Safety
- Hazard Communication
- Heat Stress
- Introduction to GHS (The Globally Harmonized System)
- Ladder Safety
- Personal Protective Equipment
- Rigging Safety
- Safe Lifting
- Slips, Trips and Falls
- Safety Orientation
- Struck-By Hazards
- Supported Scaffolding Safety
- Suspended Scaffolding Safety
- The OSHA Lead Standards
- Trenching and Shoring Safety
- Walking and Working Surfaces

Other products in the Construction Safety Kit product line include employee booklets and posters, which have been designed specifically to be used with the programs. Compliance manuals are also available for many of the OSHA regulatory topics. By combining these products you have all of the materials you need to promote and conduct a complete safety meeting (for information on these products, contact your local reseller).

WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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INTRODUCTION TO THE PROGRAM

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Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Hand and power tool hazards.
- Tool inspection and maintenance.
- Personal Protective Equipment (PPE).
- Using electrical power tools safely.
- Preventing 'kickbacks".
- Reducing hazards in your work area.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding how to work safely with hand and power tools.

Background

Hand and power tools allow us to perform tasks both at work and at home that we just couldn't do without them. But tools can be dangerous. Surveys estimate that injuries involving tools send almost half a million people to the emergency room every year. Tools are involved in a significant number of fatalities as well… but most of these incidents could have been avoided.

In order to work safely, employees need to understand the hazards that are associated with using hand and power tools, as well as the equipment and work practices that they should use to avoid potential injuries.

Objectives

This education and training program reminds employees that working with hand and power tools can be dangerous, but that there is equipment and safe practices they can use to avoid injuries when using tools on the job. Upon completion of the program, employees should:

- Understand the hazards that are associated with using hand and power tools.
- Understand how tools can cause long-term health problems as well as immediate traumatic injuries.
- Be able to identify hand and power tool hazards in their workplace.
- Know the equipment and safe work practices they can use to avoid injuries while working with hand and power tools.
- Know how to prevent "kickbacks".
- Know the different types of personal protective equipment (PPE) that should be used when working with hand and power tools.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

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Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session.

Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of hand and power tool safety.
- Relate discussions to hand and power tool hazards can be encountered on the job, and how employees can avoid them.
- Keep any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Remember, this is a positive program on working safely with hand and power tools. Make sure that your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to work safely in their jobs.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened, and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the DVD player you are using operates separately from the room light.
  - See if you can control the room temperature.
  - Know where the closest restrooms are located.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.

- **Seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear the DVD and you (when you speak).

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.

- **Equipment and Materials**
  - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
  - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
  - Make sure you have 6" x 8" index cards or other materials to be used as "name tents" for attendees.
  - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other handouts you are using.

- **"Final Check"**
  - Make sure equipment is in the room prior to the scheduled session.
  - Make sure you have the right program, (look inside the three-ring binder).
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

CONDUCTING THE SESSION

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The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to work safely with hand and power tools. Initially, you need to:

- Introduce yourself as the session leader.

- State the title of the program, "Hand and Power Tool Safety in Construction Environments" and the purpose of the session (to learn how to avoid the hazards that are associated with using hand and power tools, and prevent injuries when working with them).

- Inform the attendees when there will be breaks (if you plan for them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.

- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

> "Today we are going to talk about using hand and power tools safely. Hand and power tools allow us to perform tasks both on the job and at home that we just couldn't do without them."
>
> "But tools can be dangerous. Surveys estimate that injuries involving tools send almost half a million people to the emergency room every year. Tools are involved in a significant number of fatalities as well… but most of these incidents could have been avoided."

"In order to work safely, you need to understand the hazards that are associated with using hand and power tools, be able to recognize these hazards on a job site, and know the equipment and work practices that you can use to avoid injuries when you're working with hand and power tools."

"The program we are going to watch today will give us some good information about hand and power tool safety. To make this the most productive session possible we need to look at what we want to accomplish here today (verbally reference the 'Objectives' list from the first section in this guide, or point to a white-board or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to determine if the session is effectively transmitting information to them in a way they will remember.

Showing the Program

At this point, you need to introduce the title of the program once again, "Hand and Power Tool Safety in Construction Environments", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see. The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index".

You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

Using the Program for "Tailgate Meetings" and "Toolbox Talks"

The DVD version of the program has been designed specifically to facilitate "Tailgate Meetings" and "Toolbox Talks". The information in the DVD has been divided into 2-3 minute "chapters" on different issues involved with hand and power tool safety. Each chapter forms the basis for a focused 10-15 minute session on an important aspect of that topic (chapters can be directly selected from the DVD menu).

Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of hand and power tool safety. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.

- "Leading" the discussion through the points covered in today's program using statements such as:
  - "One of the sections in the program discussed the long-term health problems that can result from using hand and power tools. Who can list some of these conditions, and their causes?"
  - "We saw some interesting things about inspecting and maintaining tools. What types of wear and damage should we look for on hand or power tools before using them?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session*.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the questions as a basis for your group discussion.)

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several types of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or given to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file.

The attendees' training logs should also be updated, and every attendee should be given a filled out and signed training certificate, which signifies that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of hand and power tool safety.

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **Hand and power tools allow us to perform tasks both on the job and at home that we just couldn't do without them.**
  - But tools can be dangerous.
  - Surveys estimate that injuries that involve tools send almost half a million people to the emergency room every year.
  - Tools are involved in a significant number of fatalities as well.

- **When everything's working as it should, hand and power tools let us perform tasks quickly, accurately and efficiently.**
  - When things go wrong, it's a very different story.

- **Depending on what type of tool you are using, it could cause:**
  - Abrasions.
  - Muscle sprains.
  - Bruises.
  - Burns.
  - Lacerations.
  - Puncture wounds.
  - Eye injuries.
  - Broken bones.
  - Even amputations.

- **Using tools can also lead to long-term health problems, such as:**
  - Hearing damage
  - Back and neck injuries.
  - Repetitive stress disorders of the hands, wrists and arms.
  - Respiratory problems, including emphysema, chronic bronchitis and lung cancer.

- **Power tools can often expose you to multiple hazards at once.**

- **When you're using a circular saw you could be:**
  - Cut by the blade.
  - Struck in the eye by flying chips
  - Shocked by the electric current.

- **The noise from the saw can contribute to hearing loss.**
  - Breathing in the sawdust it creates can cause respiratory problems, as well.

- **Unpowered hand tools don't present the same number of hazards as power tools, but they can cause equally serious injuries.**
  - A screwdriver that slips can puncture the palm of your hand.
  - A misdirected swing with a hammer can crush your thumb or some fingers.
  - A box cutter that's dull can end up cutting you instead of the box!

- **Fortunately, there are safe work practices that you can follow that will reduce the hazards associated with hand and power tools.**

- **Safety begins before you even pick up a tool, by making sure that you are prepared to work safely.**
  - You need to be fully focused on what you're doing.
  - If you're distracted or upset, take some time to cool down and collect yourself before you begin.

- **Never use hand or power tools when you're under the influence of substances such as illegal drugs and alcohol.**
  - They dull your senses and impair your ability to work safely.
  - Prescription and over-the-counter medications can have the same effect.
  - To use tools safely, you need to stay sharp yourself!

- **You also need to make certain that hand and power tools are in good working order… and keep them that way.**

- **A tool that is worn out or damaged is an accident waiting to happen, so always inspect them before use. Look for:**
  - Cracked or bent pieces.
  - Loose or missing parts.
  - Rust or corrosion.

- **Make sure that the handles on hand tools aren't loose, cracked or splintered.**
  - A hammer head that "flies off the handle" becomes a lethal projectile!

- **Check for "mushroomed" heads on tools like chisels that you hit with a hammer.**
  - Any impact can cause bits of metal to fly off and hurt people.

- **When tools are dull, you have to use extra force to make them do their job.**
  - The harder you have to bear down, the greater the danger of the tool getting out of control, and hurting you or a coworker.
  - So replace worn blades immediately.

- **There are additional things to inspect with power tools:**
  - Check the housing for cracks.
  - Make sure switches are not loose or damaged.
  - Examine hoses and power cords carefully for damage or fraying.

- **Circular saws should be equipped with "self-adjusting" guards to protect you from the blade.**
  - Check that these guards work properly.
  - Make sure they are free of sawdust, wood shavings and dirt.
  - They should move freely and snap back over the blade immediately after you make a cut.

- **Tools that show any sort of damage should be taken out of service.**
  - To prevent anyone else from using them, tag the tool "damaged" or "Do Not Use".

- **Most hand tools are made for a specific purpose.**
  - Using them for anything else can create real problems.

- **Don't try and "cut corners" by using:**
  - A screwdriver as a chisel.
  - A wrench as a hammer.
  - A knife as a screwdriver.

- **If you do, you're likely to damage the tool, the material that you are working on and yourself!**

- **When they're not being used, tools should be stored securely in cabinets, tool boxes or their carrying cases**

- **Keep any owner's manuals with their tools or on file for easy reference.**
  - Always follow manufacturers' instructions for operating and maintaining the tools you use.

- **Another thing you need to do before using hand and power tools is to put on appropriate personal protective equipment (PPE).**
  - PPE is anything that you wear to shield yourself from physical hazards.

- **Types of PPE that should be worn while using hand and power tools include:**
  - Eye and ear protection
  - Respirators
  - Gloves.

- **Ordinary safety glasses are fine for jobs where there is minimal risk of flying debris.**
  - But goggles offer a better defense when the risk is greater.

- **Some tools, such as grinders and masonry saws, can throw off both fine debris and heavy chunks of material.**
  - You can protect yourself from these hazards by wearing a full-face safety shield over your goggles.

- **Sanding, cutting, grinding and other tasks that produce dust also require you to safeguard your lungs by wearing respiratory protection.**
  - Disposable dust masks can do a good job of filtering out nuisance dust.

- **On an extremely dusty worksite, or in situations where the dust may be toxic, you should wear an air-purifying respirator that uses cartridge-type filters.**
  - Be sure to use the right filter type for the job that you're doing.
  - Talk to your supervisor if you have questions about which one to choose.

- **The noise created by hand and power tools can cause permanent hearing loss.**
  - So protect yourself with ear muffs, ear plugs or canal caps before starting work.

- **A good pair of work gloves can help protect your hands from cuts, abrasions and blisters while using hand tools.**
  - Specially made gloves with extra padding provide cushioning from the vibration of jack hammers and other powered "impact" tools.

- **But you shouldn't wear gloves while operating most power tools.**
  - They can get snagged on a blade or bit, and pull your hand into the cutting edge.

- **Long hair, loose clothing, watches and jewelry can also get caught in a power tool's moving parts. Before you begin working with a power tool.**
  - Put on close-fitting clothing.
  - Pull your hair back
  - Remove jewelry (even rings).

- **Electrically-powered devices are so common these days that it's easy to forget that electricity is dangerous.**
  - But at least one worker dies from electrocution every week in the United States.
  - To avoid this hazard, it helps to remember that water conducts electricity.

- **Wet conditions can create serious shock hazards with electrically-powered tools, so…**
  - Don't use them if you're standing in water.
  - Don't use them in the rain.
  - Keep all power and extension cords out of puddles.

- **These precautions also apply to electrical tools that are "double insulated".**
  - Water that gets inside them will create just as serious a shock hazard as with any other electrically-powered device.

- **Watch out for electrical tools that are not properly "grounded".**
  - "Grounding" helps ensure that electricity flows safely through the tool's wiring.
  - A faulty ground increases the risk that the electricity will jump to the person holding the tool, causing shocks, burns, even death.

- **To avoid this hazard, never bypass a tool's ground by using an adaptor to plug a three-prong plug into a two-prong outlet.**

- **Never remove the "ground" prong from the plug on a tool's power cord, either.**
  - You'll only increase the risk of getting yourself "zapped" while using it.

- **Straining or stretching power cords is something else you should avoid, because it can expose dangerous live wires.**
  - To prevent this type of damage, pull on the power cord's plug rather than the cord itself when removing it from a receptacle.

- **Speaking of power cords, keep track of where a tool's cord is while you're using it.**
  - Cutting into a live power cord is guaranteed to be a shocking experience.
  - Always keep the cord behind you, and cut away from it.

- **Whenever possible, you should plug electric tools into an outlet that has a Ground Fault Circuit Interrupter (GFCI).**
  - GFCIs reduce shock hazards by cutting off the power when they sense that there's something wrong with the flow of electricity.

- **One serious hazard that is associated with using power tools is "kickback".**
  - A "kickback" occurs when a tool's blade or bit binds up in the material that is being worked on, and the power of the motor drives the tool forcefully towards you.
  - This uncontrolled movement is extremely hazardous, and can result in serious injuries… even the loss of body parts.

- **To prevent kickbacks:**
  - Securely clamp down the material that you're working on, or have someone hold it down so it can't shift unexpectedly.
  - Allow tools to get up to full speed before starting to cut or drill.
  - Keep both hands on the tool for better control.
  - Change directions gradually, so the blade or bit doesn't "jam" in the material.

- **Make sure to choose blades and bits that are designed to cut the materials you are working with.**

- **A tool that seems to be "fighting" you as you use it may be getting dull.**
  - You should replace dull blades and bits right away, but always remember to unplug the tool first.

- **The materials that you're working with can create problems too.**
  - Be careful of wood that is wet, cross-grained or knotty.
  - It can cause binding and possibly a "kickback".
  - Choose better stock whenever possible.

- **Different job sites can contain different hazards, so you need to identify and eliminate them before you begin your work.**
  - Some areas might be dimly lit, which can make positioning and guiding a tool difficult.

- **To provide the light you need to work safely, you should:**
  - Turn on all existing lights.
  - Open shades and doors to let natural light in.
  - Bring in portable lighting, if necessary.

- **In work areas that contain flammable or combustible materials, it's important to remember that sparks from the motors of electrically-powered tools can ignite them.**
  - Tasks that involve grinding, cutting and drilling can create sparks as well.
  - Remove flammable materials from your work area, or protect them with screens or flame-resistant blankets before you begin your job.

- **Any metallic hand tool can create sparks under the right conditions, but you can avoid this hazard by using non-metallic, "spark-proof" tools.**

- **You also need to protect other people in the work area from sparks or any other flying debris that's created by the tools that you're using.**
  - Cordon off the work area with caution tape or pylons to keep people at a safe distance.

- **Remember to keep your work area clean and orderly.**
  - Don't let tools or debris clutter the floor, where they can create slip or trip hazards.

- **Never leave tools on top of a ladder or on scaffolding where they can be knocked off, either.**
  - They could end up being a real "headache" for someone.

*** * * SUMMARY * * ***

- **By using hand and power tools that are damaged, or operating them incorrectly, you can cause significant injuries and long-term health problems.**

- **Inspect all your tools before using them, and take them out of service if they are damaged.**
  - Replace dull bits and blades immediately.

- **Always wear the appropriate personal protective equipment for the work that you're doing.**

- **Remember the special hazards associated with electric powered tools and be careful to avoid them.**

- **Take care to protect yourself and others from any hazards that exist in your work area.**

- **Now that you understand the hazards that can exist when using hand and power tools… and know the protective equipment and safe work practices you can use to avoid them… you can help ensure that you and your coworkers go home safely at the end of every day!**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in conducting your session on hand and power tool safety, we have provided some materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It's important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge of hand and power tool safety, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

Training Certificate

This form allows you to give each employee their very own "certificate of completion", showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

Booklet*

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both illustrations and text to review important points, the booklet is designed to reinforce the message that employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

**Additional booklets, as well as copies of the poster that has been created to get employees thinking about hand and power tool safety, are available from your reseller.*