



Toolbox Talk

June 2024



Grinders and Power Tools

In this edition of Toolbox Talk, we focus on a big part of our work: grinders and power tools. Let's dive into the dos and don'ts to keep ourselves safe.



Grinders and Power Tools: Know the Dangers



High-Speed Rotating Parts:

Grinders and power tools have fast-moving, sharp parts that can cause serious injuries. Never use one without the guard. Be aware of your hands' position and avoid loose clothing or jewellery that could get caught. Never change a tool's consumables while it is plugged in.



Kickback:

Misusing your tool or jamming can result in kickback, suddenly jerking back towards you and causing injury. Reduce this risk by maintaining the tool properly and using the right cutting or grinding discs.



Flying Debris:

Grinding and cutting materials can produce sparks and debris that can fly into your eyes or skin, causing burns, cuts, or eye injuries. Always wear safety glasses with side shields or goggles to protect your eyes, and consider using a face shield for additional protection against flying debris.



Torque and Recoil:

Large tools have significant torque, and if you don't use them properly, you can lose control, resulting in broken bones or other injuries. Always use the correct torque settings when using power tools with adjustable settings, and always use both hands for better control and stability.



Health & Safety Requirements

1 Personal Protective Equipment (PPE)

Always wear appropriate PPE, including safety glasses, hearing protection, gloves, and steel-toed boots, to protect against hazards. Make sure you wear it properly to help protect you against serious workplace injuries.

2 Tool Inspection

Before use, inspect the tool for damage or defects. Ensure that the guards are in place and working correctly. If you notice any issues with the tool, report them to your supervisor immediately, and do not use them until they have been properly repaired or replaced.

3 Torque Settings

When using power tools with adjustable torque settings, ensure you set it according to the manufacturer's recommendations for the task you are doing. Using the wrong torque setting can lead to accidents, so take the time to familiarise yourself with the tool and its settings before use.

4 Secure Workpieces

Ensure the workpiece is securely clamped or held in place to prevent it from moving or shifting during use. Unsecured workpieces can increase the risk of accidents and injuries, so always take the time to properly secure your work before starting any task.

5 Controlled Environment

Work in a well-lit and ventilated area, away from flammable materials and other hazards. Proper lighting and ventilation are essential for safe operation, so take the time to set up your workspace properly before you start any task.

6 Safe Handling

Always hold the tool firmly with both hands, maintain a stable stance, and keep a firm grip to control the tool and prevent kickback. Never operate power tools with one hand or while off balance, as this can increase the risk of accidents and injuries.

7 Use the Right Tool for the Job

Make sure you are using the appropriate size and type of grinder or power tool for the task. Using the wrong tool can increase the risk of accidents and injuries, so always take the time to select the right tool for the job.

8 Training and Supervision

Ensure you have received proper training on the safe use of grinders and power tools before operating them on your own. Always work under the supervision of an experienced tradesperson when learning new tasks or using unfamiliar equipment. If you are unsure about how to use a particular tool or perform a specific task safely, don't hesitate to ask for help or clarification from your supervisor or a more experienced colleague.

Summary

Remember, your safety is non-negotiable! Follow these guidelines, and don't take shortcuts when it comes to your well-being. If you're unsure about anything, ask for help from your supervisor, ATNZ Account Manager or an experienced tradesperson. Together, we can ensure that everyone goes home safe and sound at the end of the day.





Remember **STAAR** = Good Work Practices **Stop Think Assess Act Review**

Health and safety reps

Your Health and Safety (H&S) Reps are here to represent and assist you (apprentices) in all health and safety matters. If you would like to talk to an H&S Rep or have any H&S issues, feel free to contact any one of them. They will be more than happy to help.

ATNZ Staff

Kylie Mason	027 431 5877
Jo Brierley	027 438 8195
Alan Lockett	027 239 6197

Health and safety summary April/May

Remember to keep reporting accidents and incidents so we can all learn from them.

It's great to see near misses being reported and we encourage you to keep reporting these so we can prevent an actual injury happening.

- S** Stop
- T** Think
- A** Assess
- A** Act
- R** Review

Lost time injuries	2
First aid injuries	3
No injury	0
Medical treatment injuries	0
Near miss	1
Non work injuries	6
Restricted work injuries	0
Pain/discomfort	1
Total Incident	13

Incidents

First aid injury	Thumb sprain
Nature of injury	Sprain from previous injury
Incident	Old 4x4 injury hurt again by catching thumb on table and straining unnaturally
Immediate actions taken	First aid applied
Corrective actions	

Vehicle accident	No injury
Nature of injury	
Incident	Apprentice was driving a work van when they came to a stop sign. They thought the car in front had left the intersection so was rolling to the stop sign while looking right when they rolled into the van in front because it hadn't left the intersection. The vehicle that got hit was a work colleague from the same company. No injuries were sustained
Immediate actions taken	Vehicle was driven back to the workshop for assessment
Corrective actions	Investigation underway from host

First aid injury	Cut to hand
Nature of injury	Being hit by moving object
Incident	While hammering down lock form, apprentice cut finger on duct. Missed with hammer and hit finger
Immediate actions taken	First aid applied
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks

Lost time injury	Cut to hand
Nature of injury	Hitting objects with part of body
Incident	Apprentice was installing a piece of ducting through a window frame that had its glass removed so they could install the duct through it but there was a bit of remaining glass sticking out of the top side of the window frame and they cut their hand as they were guiding the duct through the frame causing a cut to top of hand requiring stitches
Immediate actions taken	First aid applied and went to doctor for further assessment
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks. Wear appropriate PPE (gloves) when faced with similar situations

First aid injury	Arc eye
Nature of injury	Burn from welding flash
Incident	Arc eye from reflection of welding arc
Immediate actions taken	First aid applied
Corrective actions	Apply STAAR to their work practices Communicated to the apprentice to ensure they and others are using welding curtains are used to avoid others being exposed to arc flashing

Incidents

Lost time injury	Fracture and cut to finger
Nature of injury	Being hit by moving object
Incident	Apprentice was moving the steady on the lathe and the steady started to fall. They tried to catch it to stop it from falling but it landed on their finger causing a cut and fracture
Immediate actions taken	First aid applied and went to doctor for further assessment
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks
Near miss	Potential for electric shock
Nature of injury	No injury
Incident	Apprentice slipped with multimeter probe while taking readings from a motor, arcing/earthing a 240v electrical circuit, popping a circuit breaker
Immediate actions taken	Reset circuit breaker after checking for any damage or issues (none found)
Corrective actions	Follow STAAR process. Communication to all staff to be aware and take time completing tasks