



Toolbox Talks

Spotlight on Safety



Good Mechanics Know Safe Work Habits

Mechanics have a responsibility to inspect and repair equipment to ensure that it is working properly and that it is safe to use. As you perform these very important, essential tasks, you must remember that your safety and the safety of your fellow workers will depend on you implementing the following safety procedures:

- ▲ Wear all applicable personal protective equipment including your hardhat, safety glasses, hearing protection, and respirators.
- ▲ Never wear gloves, loose clothing, or jewelry that can get caught in equipment or machinery.
- ▲ Use only droplights with wires that are in good condition and bulbs that are protected by a bulb guard or cage.
- ▲ Avoid carbon monoxide exposure by ensuring there is adequate ventilation when running engines. Never run engines in an enclosed garage or shop.
- ▲ Keep hand tools in a safe place to prevent them from falling on your foot or into equipment that is running.
- ▲ Lock out power equipment before working on it and be sure you control the key. Never reach into equipment that is running.
- ▲ Never work under raised equipment components without blocking them to ensure they cannot fall on you. Use solid blocks or jack stands to support vehicles or equipment that you must work under. Don't depend on jacks or chain hoists to hold the vehicle or equipment up.
- ▲ Inspect your tools before using them, don't use damaged or defective tools, and always use the right tool for the job.
- ▲ Use the correct size wrench for the job. When using an adjustable wrench, face the adjustable jaws in the direction of the pull so it does not slip.
- ▲ Store gasoline and other flammable liquids in safety cans with self-closing lids and flash arrestors. Rags soaked with flammable liquids should be stored in covered metal trash cans and removed from the garage or shop at the end of every shift.
- ▲ Keep a fire extinguisher handy, inspect it regularly to make sure it is charged, and know how to use it.
- ▲ Get help when lifting heavy parts or using a hoist.
- ▲ Keep the creeper in good condition. Oil the wheels and make sure it rolls smoothly.
- ▲ Clean up grease and oil on the floor so to prevent slips or falls.
- ▲ Always use lock washers and tighten all nuts and bolts when you are done. Where applicable, insert cotter pins or retaining devices.
- ▲ Climb on and off equipment using a three-point hold. That means one hand and two feet, or two hands and one foot, in contact with the equipment at all times. Use a ladder to access those hard to reach places.

A mechanic must watch out for many things when working on equipment and machinery, but nothing is as important as protecting yourself and others from injury.

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