



## Tools – Hand and Power

**Council Approval:** Not Required

**Activity Permitted For:** D B J C S A

**Tools are specific to grade level please review master chart.**

### About Learning and Using Tools

Tools greatly vary by their power source, battery operated, electric or manual as well as what job they are to be used for. While using tools can achieve great accomplishments, using extreme caution with all tools is extremely important. Adults must supervise the girls at all times and girls should never operate tools on their own or be left alone at any time. Adult supervision is mandatory for all projects using tools no matter how big or small.

### Learn More

For additional resources, see:

- [Safety Tips from OSHA](#)
- [Department of Industrial Relations](#)
- [OSHA Safety Courses - Protective Equipment](#)

### Include Girls with Disabilities

Talk to girls with disabilities and their caregivers. Ask about needs, interest, and special accommodations. Check with facilities ahead of time to determine what accommodations can be made.

### Safety Activity Checkpoints

**Emergency Action Plan (EAP).** Review and document your Emergency Action Plan (EAP) ahead of time before taking girls out for this activity. Think through scenarios of what can go wrong such as an accident, physical injury to a girl or adult, missing girl, or sudden illness.

**Assess maturity level.** Participants must be old enough to understand safety procedures and handle equipment so as not to endanger themselves and others.

**Dress appropriately.** Make sure girls and adults avoid wearing dangling earrings, bracelets, and necklaces that may become entangled in equipment. Also have girls tie back long hair. Always ensure everyone has on closed toed shoes and other Personal Protective Equipment (PPE) such as eye goggles, leather gloves, ear and head protection etc. (when necessary)

**Verify instructor knowledge and experience.** At least one adult needs to be trained in proper usage of the tools being used including safety precautions, equipment use, emergency procedures and which grades are allowed to use which tools.

## **General safety tips for hand and power tools:**

- Always have an adult that is trained in that piece of equipment or tool teach the participants how to use each item.
- Buy quality tools. Many tools, including cutters and hammers, should be made of steel and should be heat-treated.
- Regularly inspect tools to make sure they are in good shape and fit for use.
- Be sure to maintain your tools by performing regular maintenance, like grinding or sharpening. Always follow the manufacturer's instructions.
- Use the right tool for the job. In other words, don't try to use a wrench as a hammer.
- Make sure that your feet are planted on a stable surface.
- Be aware of the people around you and make sure they stay clear of the tools you are using.
- Never carry tools up a ladder by hand. Instead, use a bucket or bag to hoist tools from the ground to the worker.
- When working at heights, never leave tools lying out in the areas where they could present a hazard to workers below.
- Never carry pointed tools in your pocket. Carry them in a toolbox or cart instead.
- Inspect your tools on a regular basis, checking for damage. Report damaged tools to your supervisor.
- Make sure to keep extra tools handy in case the tool you had planned to use is damaged.
- Make sure tools are stored in a safe place.

## **Safety tips for electric power tools:**

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."
- Keep floors dry and clean to avoid slipping while working with or around dangerous tools.
- Keep cords from presenting a tripping hazard.
- Use tools that are double-insulated or have a three-pronged cord and are plugged into a grounded receptacle.
- Do not use electric tools in wet conditions unless they are approved for that use.
- Use a ground fault circuit interrupter (GFCI) or an assured grounding program.

**Please review - Master Tool Chart for Appropriate Grade Level**

Type of Tool	Grade Level Permitted					
	D	B	J	C	S	A
Band/Scroll Saws				X	X	X
Belt Sander (electric, cordless)				X	X	X
Chain Saws	<i>Not Permitted</i>					
Circular, Reciprocating, or Radial Saw	<i>Not Permitted</i>					
Commercial Lawn Mower (push, self-propelled, riding)	<i>Not Permitted</i>					
Coping Saw				X	X	X
Cordless Drill				X	X	X
Cutting tools (e.g., Dremel®, small)				X	X	X
Edger (electric, gas-powered)						X
Hacksaw				X	X	X
Hand clipper (small)		X	X	X	X	X
Handheld sander (small)				X	X	X
Handsaw		X	X	X	X	X
Hedge trimmer (electric, gas-powered)						X
Hoe	X	X	X	X	X	X
Hose spray washer	X	X	X	X	X	X
Hot Glue			X	X	X	X
Jigsaw					X	X
Leaf/grass blower (electric, gas-powered)						X
Line trimmer (electric, gas-powered)	<i>Not Permitted</i>					
Log splitters	<i>Not Permitted</i>					
Mattock				X	X	X
Nail hammer	X	X	X	X	X	X
Paint roller with extension pole			X	X	X	X
Paint sprayer (small, less than 50 psi)				X	X	X
Pickaxe				X	X	X
Pocketknife		X	X	X	X	X
Posthole digger				X	X	X
Pressure washer (>50 but <100 PSI)					X	X
Rake	X	X	X	X	X	X
Residential lawn mower (self-propelled, riding)	<i>Not Permitted</i>					
Retractable Knives				X	X	X
Router/planer	<i>Not Permitted</i>					
Screwdriver (electric)			X	X	X	X
Screwdrivers	X	X	X	X	X	X
Shovel	X	X	X	X	X	X

Type of Tool	Grade Level Permitted					
	D	B	J	C	S	A
Soldering Iron				X	X	X
Trowel		X	X	X	X	X
Wheel cart (1-, 2-, or 4-wheeled)			X	X	X	X
Wood chippers Age 18 and older	<i>Not Permitted</i>					
Wood chisel			X	X	X	X
Wood sanding block (handheld)	X	X	X	X	X	X