



Minnesota Electrical Association

Electrical

Toolbox Talks

Hand Safety

1. Employer shall look at each job and the job site to determine possible hazards to the hands that could cause injuries such as burns, cuts, electrical shock, absorption of chemicals, pinching, crushing, cold, amputation, vibration, repetitive motion, and the like.
2. Each employee shall immediately tell their supervisor of any hazard (not already covered in the training for that particular job or job site) that could cause injury to any worker on the job site.
3. Employer will study the work activities of the employees to determine the degree of dexterity required, the duration, frequency, and degree of exposure to hazards and the physical stresses that will be applied.
4. Each employee shall immediately tell their supervisor of any physical stress (as described in rule 3) they or any other employee is experiencing as it arises.
5. Employer shall determine what hand protection employees need and train employees in proper use.

Before purchasing gloves, employer shall request documentation from the manufacturer that the gloves meet the appropriate test standards for the hazards anticipated.

6. Employees will use hand protection in accordance with the employer's and manufacturer's training instructions. Employees will remind co-workers to do the same and will notify a supervisor immediately if a co-worker is endangering themselves by not using protective equipment properly.
7. Employees shall turn rubber gloves in for testing every six months or when the routine daily inspection turns up any evidence that the protective effectiveness of the gloves has been reduced by a hole, tear, or the like.
8. Employer and each employee shall make sure all tools are well maintained and the safety guards are in place before using them.
9. Employees may use only those tools and machines that they have been properly trained to use.
10. Based on company training and common sense, the employee will determine the proper protective equipment and proceed with the project only after reviewing the work involved thoroughly with the supervisor. Employees will obtain the personal protective equipment from the supervisor only.

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Hand Safety

(continued)

11. Employees/all workers will prevent hand injuries by always doing the following:
- Use the appropriate protective gloves whenever necessary to protect against cold, sharp objects, heat, chemicals, electricity, tools and machinery with rotating or moving parts, grinders, drills, lathes, milling machines and other hazards.
 - Always remove watches, rings, bracelets, other jewelry and loose fitting clothing before starting work.
 - Use tools and equipment ONLY for the jobs they were designed for.
 - Keep your work place clean and organized and your equipment and tools well maintained.
 - Follow OSHA CFR 1910 guidelines relating to hand safety for specific rules applications.

Notes:

The following is a list of basic first-aid procedures for various types of hand injuries:

1. Bleeding: Control bleeding by gently applying direct pressure with a dry, sterile dressing. Always wear latex gloves or use other methods to protect against transmission of infection from the person's blood. Do not remove any impaled object. Immobilize the object instead. Seek medical attention immediately.
2. Fractures: Avoid moving the injured hand if at all possible. Check for symptoms such as swelling, deformity, pain, tenderness, and loss of use. Control bleeding but don't attempt to push any protruding bones back under the skin. Seek medical attention immediately.
3. Amputations: Control bleeding by applying direct pressure and elevating extremity. Always wear latex gloves or use other methods to protect against transmission of infection from the person's blood. Recover and clean amputated body part by rinsing with water. Wrap amputated body part with sterile gauze or dry, clean cloth, put in a water-proof container such as a plastic bag and place on a bed of ice. Transport to hospital with victim. Seek medical attention immediately.

Rubber protective equipment for electrical workers must conform to the requirements established in ANSI as specified in the following list:

- Rubber insulating gloves J6.6-1967
- Rubber matting for use around electrical apparatus..... J6.7-1935 (R 1962)
- Rubber insulating blankets J6.4-1970
- Rubber insulating hoods J6.2-1950 (R 1962)
- Rubber insulating line hose J6.1-1950 (R 1962)
- Rubber insulating sleeves..... J6.5-1962

For additional safety information, check the manufacturer guidelines, contact a competent professional or the OSHA Consultation office.

These rules are samples only. Each employer is responsible for working with his/her employees to write rules that meet the specific needs of their individual company and type of work. Each employer is also responsible for assessing the accuracy of their rules and keeping them up to date. OSHA requires a minimum of an update and employee re-training annually.