Always obtain directions to the work area, and information about mine hazards.

Conduct work area examinations.

Make sure equipment is safe to operate.

Wear appropriate protective equipment.

Wear safety belts and lines.

Always secure equipment before working on it.

The following generic safety tips are designed to help both mechanics and repair persons work more safely.

General Safety

Wear appropriate personal protective equipment for the job you’re doing. Don’t wear jewelry or loose fitting clothes that can become caught in moving parts.

Follow all safety rules and procedures – shortcuts can kill.

Deenergize equipment and use lockout and tagout procedures to ensure that equipment is not accidentally started while troubleshooting or attempting to make repairs.

Block equipment parts securely.
✔ **ALWAYS** use safety lines, or other fall protection measures when there’s a danger of falling.

✔ **ALWAYS** be sure guards are adequate and in place when working around equipment. When testing equipment with guards off, keep well clear of moving machinery.

✔ **ALWAYS** replace guards correctly after completing repairs.

✔ **NEVER** work beneath suspended loads.

✔ **REVIEW** the appropriate service manual when making repairs. Make repairs to manufacturer’s specifications.

✔ **NEVER** smoke or use open flames around degreasing, cleaning, or fueling areas.

**Hand Tools**

✔ **NEVER** throw or toss tools to coworkers.

✔ **ALWAYS** use the right tool for the job. For example, don’t use a screwdriver as a punch, prybar, wedge, or pinch bar; or a wrench as a hammer.

✔ **ALWAYS** store tools safely.

✔ **ALWAYS** inspect hand tools before using them. Remove defective tools from service at once.

✔ **KEEP KNIVES** sharp and have blade locks on them. Cut away from your body.

✔ **USE WRENCHES PROPERLY**, and don’t use “cheater bars” unless your wrench is designed for them. Position yourself so you won’t slip and fall if the wrench breaks.

✔ **USE TORQUE WRENCHES** carefully, and recalibrate them according to manufacturer’s specifications.

✔ **USE PLIERS** for their intended purpose. Cushion grips on pliers won’t protect you from electric shock.

**Portable Power Tools**

✔ **ALWAYS** keep tools in good, safe, working order. Inspect tools before every use, and remove defective ones from service.

✔ **ALWAYS** check to see that power cords and air hoses are in good condition. Replace them if they’re frayed, kinked, bent, or broken.

✔ **NEVER** hang power cords or air hoses on nails, bolts, or over sharp edges.

✔ **ALWAYS** keep cords and hoses away from heat, solvents, oils, and chemicals to keep them from being damaged.

✔ **ALWAYS** disconnect the power source before changing accessories on a power tool. Replace all guards correctly before using the tool again.

✔ **ALWAYS** use proper shear pins in power-driven sockets.

✔ **NEVER** activate a pneumatic tool until it’s in position to start.

**Compressed Air**

✔ **NEVER** use compressed air to clean or dry tools, equipment, or clothing.

✔ **NEVER** point an air hose at another person.