

SAFE WORK PRACTICE – POWERED AND HAND TOOL USE (GENERAL)

PURPOSE

To provide a sense of the hazards involved in the use of powered and hand tools and to facilitate the use of powered and hand tools in a manner that minimizes risk of worker injury or damage to equipment and the environment.

PREREQUISITES

- Only authorized personnel - adequately qualified, trained and with sufficient experience - shall be permitted to operate the designated tools.
- Power tools and hand tools are to be used and maintained in compliance with manufacturer guidelines and meet CSA standards.

POTENTIAL HAZARD	PRECAUTION
Being struck by or striking against machinery or tools; slipping when tool comes off	Inspect tools to ensure they are in good condition; proper maintenance of tools; proper choice of tools for the task; proper application of the tools
Tools failing, slipping, rebounding, flying materials	Use tools for their intended purpose only (i.e., a wrench is not a hammer, a screwdriver is not a chisel); use the proper size of tool; use the right type of tool (i.e., a box-end wrench not an adjustable wrench)
Puncturing or tearing the skin on splits, jagers, etc.	Dress tools and handles; replace plastic / fibreglass handles with splits, cracks, or other damage; dress metal handles to remove burrs, jagers or other damage
Tools striking, pulling, winding body parts when control is lost	Trigger locks are to be removed; maintain firm twohanded control of all power tools; ensure there is a complete stop before setting a tool down; do not wear jewellery; ensure hair cannot get pulled by moving parts

BEFORE USE:

- Ensure the power delivery system (i.e., electrical cords, air or hydraulic hoses) has no breaks, cuts, bulges, crimps, or other damage that may affect the delivery of energy.
- Inspect all tools for damage, leaks, loss of grip, cracks, breaks, and deteriorated parts. Damaged, defective, or poorly maintained tools are not to be used. Remove them from service for repair; or discard and replacement.
- Do the appropriate maintenance checks and service (after use as well).
- Electrical cords will not have any damage to the protective covering or exposed wires. If the plug has the round grounding prong, it must be in good condition. If the prong has been removed, the cord or tool is defective and must be taken out of service. Verify grounded / polarized plugs and cords are in serviceable condition.
- Extension cords should be a heavy-duty design type and kept as short as practical.

DIRECTIVES:

- No one is to use a power tool for which they have not been trained during their trades training or specifically on the job. For instance, a side grinder requires specific training.
- Use tools only for what they are built for (i.e., a grinding disc is not for cutting) and ensure they are the proper size and capacity.
- Ensure the attachments are matched to the tool (i.e., grinding discs' speed rating matches the grinder speed; the sockets are manufactured for the impact wrench).
- Do not modify, alter, block off or remove any guard or safety device of a power tool from the original condition. However, trigger locks are to be removed from all power tools by a competent person.
- Always clean tools as needed to maintain grip and control; and to ensure they will function properly during use. Do a proper cleaning after use.
- Disconnect power tools from their energy source before changing or otherwise handling attachments
- Operate a power tool in a manner that will not create a kick back / striking / contact hazard to you or other persons. Operate power tools with both hands on the proper handles.
- Operate powered hand tools in a manner that does not create a striking / contact hazard to other employees.
- Be cautious of posture and stance while handling powered hand tools and servicing such as sharpening. Be sure you have secure footing and grip.
- Never leave tools unattended or discarded in a manner that places the tool where it may be fallen onto, lost, or damaged.
- Ensure frequent rests are taken to minimize fatigue, muscle strain, joint strain and exhaustion. Do stretches and moves to enhance circulation.
- Check oils, lubricants, and grease points or systems prior to use of the power tool and service as required.
- Compressed air, water, or steam must not be used for blowing dust, chips, or other substances from equipment, materials and structures if any person could be exposed to the jet, or to the material it expels or propels.
- Store tools in a manner that will protect the tool from damage and deterioration.
- When passing by a person using hand tools call out and make them aware of your presence. However, take steps to not startle them.