



SAFE WORK PRACTICE

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| TITLE | Power and Hand Tool Use |
| GENERAL | Protecting workers from injuries associated with the use of power and hand tools. |
| APPLICATION | Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines. |
| PROTECTIVE MECHANISMS | Safe work procedures PPE Manufacturers specifications ERP (Emergency Response Plan) |
| SELECTION AND USE | As manufacturers safe job procedures |
| SUPERVISOR RESPONSIBILITY | Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Required tools. |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools. 2. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard. 5. On/off switches must be functional and positioned so Operator has access. 6. Accessories can only be used that are designed for use with the tools specified. 7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional. 8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area. 9. Chisels, punches, screwdrivers, etc. to have tips properly dressed. 10. Cracked a/o splintered handles to be replaced. 11. All tools must be cleaned after use and repairs made before being properly stored. 12. Tools to be used for designed purpose only. 13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent. 14. Follow tool safe work procedures step by step. |