

HAND AND POWER TOOLS

General

1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. (Tools are subject to inspection at any time. A supervisor has the authority and responsibility to condemn unsafe tools, regardless of ownership).
2. Unsafe tools shall be tagged with an unsafe tag to prevent their use.
3. Employees shall always use the proper tool for the job to be performed. Makeshift and substitute tools shall not be used.
4. Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.
5. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
6. Tools shall never be placed unsecured on elevated places.
7. Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be dressed, repaired, or replaced before further use.
8. Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
9. Shims shall not be used to make a wrench fit.
10. Wrenches with sprung or damaged jaws shall not be used.
11. Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.
12. Tools shall be used only for the purposes for which they have been approved.
13. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.
14. Wooden handles that are loose, cracked, or splintered shall be replaced. The handle shall not be taped or lashed with wire.
15. Tools shall not be left lying around where they may cause a person to trip or stumble.
16. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.
17. The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).

Portable Electric Tools

1. The non-current carrying metal parts of portable electric tools such as drills, saws, and grinders shall be effectively grounded when connected to a power source unless:
 - a. The tool is an approved double-insulated type, or
 - b. The tool is connected to the power supply by means of an isolating transformer or other isolated power supply.
2. All powered tools shall be examined prior to use to insure general serviceability and the presence of all applicable safety devices.
3. Powered tools shall be used only within their design and shall be operated in accordance with the instructions of the manufacturer.
4. All tools shall be kept in good repair and shall be disconnected from the power source while repairs or adjustments are being made.
5. Electrical tools shall not be used where there is hazard of flammable vapors, gases, or dusts.
6. Ground fault circuit interrupters or assured grounding inspection programs shall be used with portable electric tools on construction sites in compliance with OSHA 29CFR 1910.309 and 29CFR 1926.404(b)(1). This does not apply to equipment run off of portable or truck mounted generators at 5kw or less that are isolated from ground or to equipment run directly off of secondaries.

Pneumatic and Hydraulic Tools

1. Compressed air and compressed air tools shall be used with care.
2. Pneumatic tools shall never be pointed at another person.
3. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
4. Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
5. Compressed air shall not be used for cleaning purposes, except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.
6. Compressed air shall not be used to blow dust or dirt from clothing.
7. The manufacturers stated safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
8. The use of hoses for hoisting or lowering tools shall not be permitted.
9. Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.
10. Compressed air tools, while under pressure, must not be left unattended.
11. All connections to air tools shall be made secure before turning on air pressure.
12. Air at the tool shall not be turned on until the tool is properly controlled.
13. All couplings and clamps on pressurized air hose shall be bridged with suitable fasteners.
14. When fabricating air hose fittings, place the hose in warm water to ease the insertion of the end fitting.
15. Use only approved end fitting clamps (screw type heater hose clamps are not acceptable).
16. While blowing down hose, do not point it toward people.
17. Powered tools are to be operated only by competent persons who have been trained in their proper use.
18. Conductive hose shall not be used near energized equipment.
19. Foot protection shall be worn while operating paving breakers, tampers, rotary drills, clay spades, and similar impactor-type tools or at other times when instructed by supervision.

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Powder Actuated Tools (Tools actuated by an explosive charge, ie, those used to install stud bolts in concrete, etc.)

1. Only those employees who have been certified in their use shall operate these tools.
2. Explosive charges shall be carried and transported in approved containers.
3. Operators and assistants using these tools shall be protected by means of eye, face, and hearing protection.
4. Tools shall be maintained in good condition and serviced regularly by qualified persons. The material upon which these tools are to be used shall be examined before work is started to determine its suitability and to eliminate the possibility of hazards to the operator and others.
5. Prior to use, the operator shall insure that the protective shield is properly attached to the tool.

Date