



## **SECTION 4** CHAPTER 7

### **USING HAND AND POWERED TOOLS SAFELY**

#### **Purpose**

This chapter outlines the policies and procedures that ensure the safe use of hand tools.

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#### **Scope**

The regulations in this chapter apply to all Company employees and contractors working on Company equipment of any kind. All tools used during Company operations must meet Company safety standards, regardless of whether they were issued by the Company or owned by the employee.

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## Inspecting and Maintaining Hand Tools

**Purpose** This document outlines the policies and procedures for inspecting and maintaining hand tools.

**Required inspections** Personnel must inspect tools before each use.

**Inspecting hand tools** Check mechanical and moving parts on all tools. Use the following guidelines when inspecting them.

IF you are inspecting...	THEN verify that they ...
handles	are tight and free from cracks
wrenches	<ul style="list-style-type: none"> <li>● do not have sprung jaws or cracks</li> <li>● have sharp jaws</li> <li>● have straight handles.</li> </ul>
hammer faces	are free from chips, cracks, or mushroomed
drills	<ul style="list-style-type: none"> <li>● are free from cracks and fraying</li> <li>● have no exposed wire</li> <li>● can be grounded</li> <li>● hold the chuck wrench tightly</li> </ul>

**IF** a tool is damaged, **THEN** don't use it! Any tool which is not in compliance or is damaged shall be identified as unsafe by tagging or locking out to render them inoperable. Replace or repair the tool prior to re-use.



### Maintaining hand tools

All tools should be kept clean. Whether furnished by the company or employee, all tools shall be maintained in a safe condition. This table describes the maintenance required for various hand tools.

IF you are maintaining...	THEN ...
<ul style="list-style-type: none"><li>• chisels</li><li>• punches</li></ul>	keep mushroomed heads ground down and neatly dressed
<ul style="list-style-type: none"><li>• cutting tools</li></ul>	keep the tools sharp
<ul style="list-style-type: none"><li>• hammers</li></ul>	Ensure heads are not chipped or loose; handles not cracked or taped.

### Repairing hand tools

IF a tool is not working properly, **THEN** don't use it! Replace or repair damaged or worn out tools as quickly as possible, and return the damaged or defective tool to the supervisor. Repairs should be made by qualified personnel only or disposed of properly. Electrical tools needing repair shall be repaired by qualified personnel only.

### Storing hand tools

Store hand tools in a cabinet or room away from flammables and combustibles.



## Using Hand Tools

### Purpose

This document outlines the policies and procedures for using hand tools properly. Employees must follow these guidelines to protect themselves and those around them.

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### Personal protective equipment

When using hand tools, wear the following PPE:

- steel toed boots
- safety glasses
- appropriate work clothing
- hard hats

**IF** you are working with or near chemicals, **THEN** refer to the MSDS for the chemical(s) for additional PPE requirements.

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**Using hand tools properly**

Employees shall not remove or manipulate affixed OEM safety guards on handheld and/or power tools that have been engineered to provide protection while in use.

Do **not** attempt to use tools with which you aren't familiar.

Only use tools for the task for which they were designed. For example,

- do **not** use a screwdriver as a chisel
- do **not** use a wrench as a hammer or pry bar
- do **not** strike hammer heads together. **Always** make sure hammers are used to strike malleable surfaces.

Do **not** leave tools out after use. After using a tool return it to its storage place or if it is to be used repeatedly during the work procedure place it so that it is not a hazard while other work is being performed.

The following table outlines safety precautions for a few common tasks.

IF you are...	THEN...
going to hammer on something	make sure that no one is standing or working close by. <b>Always</b> use eye protection.
using wrenches	<b>NEVER</b> exert more force than what your balance and foot placement can support.
transferring tools to another person,	hand them instead of throwing
working at heights with hand tools,	keep tools tethered at all times
securing loads,	always use ratchet style boomers