

# Hand & Power Tool Safety Policy



This is a policy that sets out general safety rules for operation of hand and power tools. You will also need specific rules and procedures for particular kinds of tools based on the type of equipment involved, manufacturer's instructions and the operations for which the tool is required.

## 1. PURPOSE

ABC Company has adopted this Policy to ensure the safe use of hand and power tools in accordance with [province name] *Occupational Health and Safety Regulations* ("OHS Regulations"), the *Occupational Health and Safety Act* ("Act"), the ABC Company Occupational Health and Safety Program ("OHS Program"), and other applicable requirements and standards.

## 2. POLICY STATEMENT

Operations at ABC Company work sites that require workers to use hand and power tools expose workers to health and safety hazards. Management recognizes these hazards and has adopted this Policy to ensure that they are properly identified, assessed, and controlled. This Policy is designed to complement the OHS Program and ABC Company training program by setting proper procedures for workers to follow when working with hand and power tools to avoid accidents and injuries.

## 4. WORKERS THIS POLICY IS INTENDED TO PROTECT

The intent of this Policy is to ensure that **all workers**

required to use hand and power tools at ABC Company work sites are properly protected regardless of who pays or employs those workers, including:

- Full- or part-time workers employed by ABC Company;
- Temporary employees placed by an outside agency to work at the site;
- Contract labourers engaged to perform work at the site;
- Volunteers who work at the site for free; and
- Workers employed by constructors, contractors, and subcontractors to perform work at the site under a contract with ABC Company.

## **5. ROLES & RESPONSIBILITIES**

### **5.1. ABC Company**

ABC Company owners, corporate officers and directors, upper managers, and other representatives who may be defined as an “employer” under the Act are responsible for overall implementation of this Policy, including:

- Furnishing of the resources necessary to implement the Policy;
- Overall development and coordination of the Policy;
- Review of the Policy.

### **5.2. Safety Coordinator, Site Manager**

The ABC Company Safety Coordinator, facility manager or other person designated as being in charge of safety at the workplace is responsible for day-to-day implementation of this Policy, including but not limited to:

- Providing training and instructions on use of all hand and power tools;
- Developing and implementing safe work procedures for use of particular hand and power tools;
- Review of hazards associated with hand and power tools during audits and inspections;

- Review and updating of this Policy;
- Ensuring that constructors, contractors and contractors comply with this Policy.

### **5.3. Supervisors**

Supervisors, lead-hands, foremen, and other persons in charge of work operations requiring use of hand and power tools exposure to noise at levels above the Noise Exposure Limits are responsible for ensuring that:

- Workers required to use hand and power tools are instructed and trained in the dangers they pose ;
- Workers receive training in the proper use, limitations, maintenance, and storage of the tools they are required to use, including, without limitation, how to ensure a proper fit;
- Applicable safe work procedures are properly carried out;
- Workers are held accountable for complying with this Policy, including where necessary via discipline for infractions;
- This Policy is appropriately reviewed.

### **5.4. Workers**

Workers required to use hand and power tools must:

- Comply with this Policy and all applicable safe work procedures;
- Properly select, use, handle, and store hand and power tools in accordance with the instructions and training received;
- Thoroughly inspect and maintain hand and power tools before and after use;
- Report any hazards observed, which could compromise personal safety or the safety of others to his or her supervisor immediately.

## **6. GENERAL GUIDELINES**

### **6.1. Tool Selection**

Safe design and construction will be primary criteria considered by ABC Company in deciding which hand and power tools to purchase for use at its work sites.

### **6.2. Appropriate Use of Tools**

Tools may not be used for purposes other than their intended use. Examples of unsafe practices that must be avoided included striking hardened faces of hand tools together (such as using a carpenter's hammer to strike another hammer, hatchet, or metal chisel), using a file for a pry, using a wrench for a hammer, using a 'cheater', and using pliers instead of the proper wrench. Screw drivers applied to objects held in the hand, knives pulled toward the body, and failure to ground electrical equipment are common causes of accidents.

### **6.3. Keeping Tools in Good Working Condition**

Tools must be properly serviced and maintained according to the tool's instruction manual. A tool in poor condition poses a safety danger. Tools that have deteriorated and are no longer in safe working condition must be taken out of service. Examples include: wrenches with cracked work jaws, screw drivers with broken points or broken handles, hammers with loose heads, dull saws, and extension cords or electric tools with broken plugs, improper or removed grounding prongs, or split insulation.

### **6.4. Reporting of Defects & Damage**

When a tool is not in safe working condition, workers must identify the tool as unsafe by marking or locking-out the tool. Once the tool has been locked-out, workers must immediately notify a supervisor to repair or dispose of the tool.

## **6.5. Storage of Tools**

Tools must be placed, kept and stored in a safe and secure place to avoid potentially dangerous incidents like tools falling from overhead and by knives, chisels, and other sharp tools being carried in pockets or left in tool boxes with cutting edges exposed. Tools must be kept away from work bench edges or other elevated surfaces that could pose a trip hazard.

## **7. SAFE PRACTICES FOR SHOP & FIELD**

ABC Company will:

- Establish regular tool inspection procedures and provide good repair facilities to ensure that tools will be maintained in safe condition.
- Establish a procedure for control of tools such as a check-out system at tool cribs.
- Provide proper storage facilities in the tool room and on the job.

ABC Company is responsible for the safe condition of tools and equipment used by workers, but workers are responsible for properly using and maintaining tools.

## **8. MACHINE GUARDING**

Hazardous moving parts of a power tool shall be safeguarded, including but not limited to belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts. Guards will be provided to protect the operator and others from:

- Point of operation;
- In-running nip points;
- Rotating parts;
- Flying chips and sparks.

To ensure the effectiveness of guards, all workers must comply

with the following guidelines:

- Machine guards must be clean and secured.
- All emergency STOP buttons must be colored red and easily accessible to the operator.
- All non-current-carrying metal parts of electric equipment must be properly grounded.
- Sufficient clearance must be maintained around equipment to ensure safe operation, maintenance and waste removal.

## **9. SAFETY GUIDELINES FOR HAND TOOLS**

Hand tools are non-powered tools including wrenches, pliers, hammers, hand saws, etc. Common hazards in regards to hand tools arise from misuse and improper maintenance. The following examples are common examples of misuse:

- Using a screwdriver as a chisel, causing the operator to lose control and resulting in the screwdriver projecting and striking another employee or tool.
- Using tools with handles that have splintered or cracked, e.g., a wood handle on a hammer.
- Using a wrench as a hammer.

The following precautions must be followed when using a hand tool:

- Saw blades and knives must be directed away from aisle areas.
- Blades and knives must be kept sharp.
- Floors must be kept clean and dry to prevent slips, trips, and falls around hand tools.
- Spark-resistant tools must be used when flammable substance are nearby.

## **9. SAFETY GUIDELINES FOR POWER TOOLS**

Power tools also pose hazards when they are not used properly. Depending on the type of power tool, several sources of power may be used such as electric, pneumatic, liquid fuel,

hydraulic, and power-actuated. Workers must exercise the following precautions when using power tools:

- Never transport a tool by carrying the cord or hose.
- Never remove prongs from a power cord.
- Always use a GFCI with electrical tools.
- Keep cords and hoses away from heat and sharp edges.
- Replace frayed or damaged power cords.
- Disconnect power from tools when not in use, before services, and when changing accessories.
- Avoid loose fitting clothes, ties, or jewelry such as bracelets.
- Keep a well-lit area when operating power tools.