



PURPOSE

There are various types of tools and equipment used in the workplace for many different purposes. Examples include, but are not limited to, portable hand tools, power tools, and pneumatic tools. The purpose of this policy is to provide employees with appropriate knowledge relating to the care and use of tools and equipment and to protect employees from hazards associated with improper use of tools and equipment and defective and poorly maintained tools and equipment.

POLICY

Only trained and/or experienced employees may use/operate tools or equipment. Tools and equipment shall not be modified and they are to be used only for their designed purpose. It shall be the responsibility of the employee to inspect tools and equipment prior to use and to use all tools and equipment in a safe manner. Employees observed abusing, altering, modifying or misusing tools or equipment shall be subject to disciplinary action. Employees shall wear all appropriate personal protective equipment while using tools and equipment. Additionally if a tool or piece of equipment is found to be defective, the tool/equipment shall be red-tagged, taken out of service until it can be replaced or repaired by a qualified person.

All periodic inspections, maintenance and repairs of tools or equipment shall be documented.

To promote safety and efficiency, the following procedures shall be followed:

1. General Tool Safety

Many serious injuries have resulted from the improper use of tools and equipment. Many injuries can be prevented if the following rules are followed:

a. Inspection and Maintenance

All tools shall be identified and inventoried either individually or by group.

All tools in the inventory shall be inspected at least once every six months. In addition to these periodic inspections all tools shall be inspected prior to using and upon return by the user.

All tools will be kept in good working condition with no modifications.

b. Selection

Use the right tool for the task instead of trying to make the wrong one fit.

c. Use

Keep control of self, the tool, and the job. When applying force with a tool, remember that it may slip, break, or just suddenly do its job. Watch your hands and your balance (body mechanics) to avoid injury.

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Fire Chief



Select the right protective equipment for the task and use it properly.

Do not use tools and equipment that you have not been trained to use.

d. Care

Take proper care of tools and equipment. Keep them stored where they will not get damaged and will not present a hazard.

Check tools and equipment prior to use for defects, wear, or damage. Immediately remove from service and tag any defective tools.

2. Hand Tool Safety

Hand tools shall only be used for the purpose for which they are intended.

All appropriate PPE will be worn while using hand tools.

Pipe wrench parts (i.e., jaws) are not to be removed and used for anything other than the manufactured use.

The use of cheater bars or double wrenching to gain leverage is prohibited.

Hand tools shall be tagged and removed from service if any of the following defects are present:

- Impact tools, such as hammers, with visible signs of mushrooming, cracking or bending.
- Wooden handle tools, such as hammers, picks, shovels, and brooms with visible sign of cracking, loosening or splintering of the handle.
- Wrenches, such as adjustable, combo and pipe with visible signs of bending, cracking, defective handles or other defects that impair their strength.

3. Electrical Power Tool Safety

All appropriate PPE will be worn while using power tools.

Be sure that the proper permit has been obtained prior to use of electrical power tools.

GFCI's should be used whenever possible.

Do not connect electrical power unless the operating switch is turned off.

Employees shall avoid loose fitting clothing when operating power tools.

The power source on tools shall be physically disconnected prior to attempting any repairs or attachment replacement.

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Protective guards on power tools shall not be removed, altered or modified.

All electrical tools and power cords must be inspected prior to use and upon return.

Electrical tools shall not be hoisted or carried by their power cords.

Cords are tripping hazards. Route them so as to minimize interference in walkways. Overhead is preferred.

Electrical power tools shall be tagged and removed from service if any of the following defects are present:

- Power cord is frayed, cut or damaged. The use of electrical tape to cover damage to cords is prohibited.
- Defective or faulty on/off switches.
- Loose or defective components.

4. Air Power Tool Safety

Do not connect air unless the operating switch is turned off.

Do not disconnect the tool until air supply is shut off and air pressure is bled off.

Air power tools shall not be hoisted or carried by their hoses.

Hoses are tripping hazards. Route them so as to minimize interference in walkways. Overhead is preferred.

Air power tools shall be tagged and removed from service if any of the following defects are present:

- Air power tools with visible signs of deformities in the body of the tool, improperly functioning, bent or deformed, or any signs of obvious damage to the air supply line fittings.
- Hoses must be visually inspected for cracking, signs of aging, worn or damaged connecting fittings, or any other obvious deformities, such as blistering or bulges.

5. Abrasive Wheel Machinery

Abrasive wheels shall be used only on machines provided with safety guards as defined:

The safety guard shall be mounted so as to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard.

Grinding machines shall be equipped with flanges

Abrasive wheel machinery guards shall meet the design specifications of the American National Standard Safety Code for the Use, Care, and Protection of Abrasive Wheels, ANSI B7.1-1970, which is incorporated by reference as specified in Sec. 1910.6.

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