

PURPOSE/APPLICATION

Tools come in a wide variety of types and sizes. They include hand tools, power tools, pneumatic tools, and powder actuated tools. Special care must be taken to prevent personal injury when operating tools of any kind.

PPE

- Strike minimum requirements
- Specialty gloves
- Hearing protection

TRAINING

- New Worker Orientation
- Equipment Operator Training

HAZARDS & CONCERNS

- Injury (cuts, lacerations)
- Ignition source
- Flying debris
- Repetitive strain
- Noise
- Entanglement
- Explosive atmosphere
- Rotating equipment
- Gravity, slip and fall

PRECAUTIONS**General**

- Visually inspect all tools prior to use. Do not use a tool that is defective or in need of repair.
- Before starting machinery, ensure that starting the machinery will not endanger yourself or another worker.
- Warning signs will be clearly visible at access points to machines that start automatically.
- Use intrinsically safe equipment, where required.
- If a safeguard is removed from a machine to permit maintenance testing, repair, or adjustment of the machine, the safeguard must be replaced before permitting use of the machine.
- A surface where the temperature exceeds or may exceed 80 degrees Celsius or a cooled surface.
- With all tools there is potential to have workers clothing, jewelry, or hair contact moving parts of machinery, electrically energized equipment, or part of the work process.
- Wear clothing that fits closely to the body.
- Do not wear bracelets, rings, dangling neckwear, a wristwatch, or similar articles.
- Have head and facial hair that is short or confined in a manner that prohibits it from becoming snagged or caught.

Power Tool Use

- Use the proper tool for the job.
- Power tools and hand tools are to be used and maintained in compliance with the manufacturer's guidelines.
- Ensure you have the proper type and size of tool for the job.
- Ensure the proper Personal Protective Equipment is worn or used.
- Electrical tools shall have a three prong plug or be double insulated.
- Grinder discs, buffers and stones are to be used for the designed application and at the rated speed.
- Stationary grinders must have properly adjusted tool rests and dressed stones.
- Angle grinders must have the factory-installed guards in place.
- On/off switches must be functional and provide easy access to the operator.
- Saw blades shall be used to cut only the material they were designed for. Blades must not be operated at a speed that exceeds the manufacturers rating and guards must be in place.

Air Actuated Tools

- Supply air to be controlled to O.E.M specifications.
- Tools to be used for designed purpose only.
- Follow lubrication guide for proper lubrication of equipment.

Explosive Actuated Tools

- Operator must be trained and qualified.
- Tool to be used for designated purposes only and for the purpose in which it was designed.
- Explosive cartridges are to be stored and handled in accordance with the O.E.M guidelines.

Hand Tools

- Tools are to be used for their designed purpose.
- Chisels, punches, wrenches, hammers, etc. must have all burrs removed.
- Chisels, punches, screwdrivers, etc. are to be properly dressed.
- Cracked, splintered, or damaged handles are to be replaced.
- Never use a defective tool. Tag the tool as out of service and notify your supervisor to ensure the tool is repaired and/or replaced.

Cleaning and Storage

- All damaged/worn/broken/malfunctioning tools must be removed from service, tagged and reported to supervisor.
- All tools shall be cleaned after use and repairs made before being put into storage.
- Repairs to tools should be completed by a qualified person.
- When repairing tools, be sure to maintain the manufacturer's specifications.

Defective Tools

- Defective tools can cause serious and painful injuries.
- If a tool is defective in some way, DO NOT USE IT.
- Beware of problems like:
 - Chisels and wedges with mushroomed heads.
 - Split or cracked handles.
 - Wrenches with worn out jaws.
 - Tools, which are not complete, such as files without handles.

Air, gasoline, or electric power tools; require skills and complete attention on the part of the user, even when they are in good condition. Don't use power tools when they are defective in any way. Watch for problems such as:

- Broken or inoperative guards.
- Insufficient or improper grounding due to damage on double insulated tools.
- No ground wire (on plug) or cords of standard tools.
- The malfunctioning on/off switch.
- Cracked tool blade.
- The wrong grinder wheel is being used.
- The guard has been wedged back on a power saw.

Specific pieces of equipment that have the potential to have contact with worker clothing, jewelry or hair between moving parts of machinery, electrically energized equipment or part of the work process include:

- Grinders (handheld and bench)
- Welders
- Circular Saws
- Chop Saws
- Chain Saws
- Drills / Drill press

REFERENCES / ADDITIONAL INFORMATION

- Lock Out Tag Out – SWP 32.
- Manufactures / Operators Manual.

REGULATIONS

Alberta OHS Code - Part 25 Tools, Equipment and Machinery

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