

# CHAPTER 17

## HAND AND POWER TOOLS

### **PURPOSE**

To establish procedures for the safe use and handling of hand and power tools and equipment that is used during daily maintenance or construction operations.

### **TOOL MAINTENANCE & INSPECTION**

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) used by them or other employees at their workplace are in good condition and inspected for any defects. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly. Worn or bent tools should be discarded regularly. Appropriate handles must be used on files and similar tools. No tool or equipment will be allowed to be modified from the manufacture's design. When not in use, tools or equipment should be stored in a dry and secure safe location. Tools and equipment are to be unplugged while not in use.

### **PROTECTION**

Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when driving in tempered spuds or nails. Tool cutting/drilling edges should be kept sharp so that the tool will move smoothly without binding or skipping. Hearing protection will be required when noises reach of 85dbL. When working around or with chemicals employees will be required to wear the appropriate PPE as per the MSDS or SDS

### **GUARDED TOOLS**

Employees are not allowed to wear gloves while operating rotating equipment or tools, unless the manufacture of the equipment or tool requires and poses no threat to the employee's safety due to manufacture's design of guarding or do to continuous hand placement for operation. All safety devices such as guards must be in place before inspection and use. No tool or equipment that requires the use of guards, handles, and any other safety feature will not be used without such devices in place. Guards must be used in accordance to the operator manual.

### **COMPANY PROVIDED TOOLS**

HTS AmeriTek provides hand and powered portable tools that meet accepted safety standards. A damaged or malfunctioning tool must not be used; it must be tagged with a DO NOT USE tag and in for servicing. Employees must use the correct tool for the work to be performed; if they are unfamiliar with the operation of the tool, they must request instruction from their supervisor before starting the job. Supervisors are responsible for ensuring that their subordinates are properly trained in the operation of any tool that they are expected to operate. An employee is not permitted to use a powder-actuated tool unless instructed and licensed by the manufacturer.

### **PORTABLE ELECTRIC EQUIPMENT HANDLING**

Portable equipment shall be handled in a manner, which will not cause damage, such as using the flexible cord to raise and lower the equipment. These flexible cords cannot be stapled or hung in a fashion that would damage the outer jacket or insulation.

### **PORTABLE ELECTRIC EQUIPMENT VISUAL INSPECTION**

Portable cord and plug connected equipment and flexible cord sets (extension cords) shall be visually inspected before use on any shift, for external defects and for evidence of possible internal damage. If this equipment remains connected once it is put into place and is not exposed to damage, then inspection is deferred until relocation occurs. To assure this inspection is completed and documented, the following program is being implemented in compliance with this regulation. Any tools not passing a visual inspection shall be tagged "DO NOT OPERATE".

## **ASSURED GROUNDING CONDUCTOR PROGRAM**

The purpose of this program is to assure all employees of HTS AmeriTek that all power tools, flexible cords and/or cord sets used by them will have an effective, working grounding conductor for electrical safety and shock protection. Qualified, trained, competent personnel will test all powered equipment, tools and cords in accordance Chapter 20 Electrical Safety Program. Tools and equipment must be double insulated and in some cases effectively grounded. All electrical tools, equipment, safety protection devices and cords will be tested and color coded. Testing must be accomplished before initial issue, after repairs, and after any incident that could cause damage, such as dropping or exposure to a wet environment. Grounded tools must always be used with an effectively grounded circuit. Any extension cord used with a grounded tool must be a three-wire, grounded type. Electric-powered hand tools used on construction sites, on temporary wired circuits, or in wet environments will be used in conjunction with an approved ground fault circuit interrupter (GFCI). The responsibility for implementing and maintaining this program rests with the individual supervisors involved. Tool testing equipment will be maintained by the Responsible Maintenance Coordinator. Documentation of testing will be maintained by the group owner. Repairs of defective tools will only be made by qualified electrical personnel.