



## SAFE WORK PRACTICE

<b>TITLE</b>	Power and Hand Tool Use
<b>GENERAL</b>	Protecting workers from injuries associated with the use of power and hand tools
<b>APPLICATION</b>	Power tools and hand tools to be used and maintained in compliance with manufacturers guidelines.
<b>PROTECTIVE MECHANISMS</b>	Safe work procedures PPE Manufacturers specifications ERP (Emergency Response Plan)
<b>SELECTION AND USE</b>	As manufacturers safe job procedures
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Required tools.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.</li><li>2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.</li><li>3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.</li><li>4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.</li><li>5. On/off switches must be functional and positioned so Operator has access.</li><li>6. Accessories can only be used that are designed for use with the tools specified.</li><li>7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.</li><li>8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.</li><li>9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.</li><li>10. Cracked a/o splintered handles to be replaced.</li><li>11. All tools must be cleaned after use and repairs made before being properly stored.</li><li>12. Tools to be used for designed purpose only.</li><li>13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.</li><li>14. Follow tool safe work procedures step by step.</li></ol>
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