Tool Safety

### Company Policy

Company Name is dedicated to the protection of its employees from occupational injuries and illnesses. Company Name is responsible for providing a safe working environment, and the employees have and assume the responsibility of working safely.

The objective of this program is to supplement the safety policy by providing specific standards regarding Tool Safety, and to ensure that each employee is adequately trained and fully aware of safety procedures associated with tools

Elimination of injuries and illnesses improves employee morale, improves customer service, improves product quality, and reduces Workers’ Compensation costs. Tool Safety serves as a tool to increase employee protection, and to reduce jobsite hazards.

Company Name requires that employees be trained in the handling and operation of tools, and the daily inspection of tools to aid in the prevention of occupational injuries and illnesses.

Job Title/Specific Name will conduct routine safety inspections of jobsites to ensure compliance with this program. Job Title/Specific Name has the authority to enforce the Tool Safety program in accordance to any and all Company Name safety rules and applicable OSHA regulations.

Employees are required to comply with the guidelines set forth, and to comply with the instruction of Job Title/Specific Name. In the event an unsafe condition arises in the absence of Job Title/Specific Name, employees shall alert the lead person on the jobsite immediately. Employees shall alert coworkers of any unsafe conditions that arise.

Any Company Name employee who disobeys and/or disregards the guidelines set forth in this program or the company’s safety program shall be subject to disciplinary action.

### Tool Condition

* Company Name furnished tools and tools furnished by Company Name employees shall be issued and maintained in a safe condition.
* Hand and power tools having jaws – wrenches, adjustable and socket, shall not be used when jaws are sprung to the point that slippage occurs.
* Impact tools shall be kept free of mushroomed heads.
* Hand tools having wooden handles shall be kept free of splinters or cracks. Handles shall be kept tight in the tool.
* Tools shall be inspected before being issued, before use, and periodically, for defects and damage.
* Tool repair shall be performed only by qualified and authorized personnel.

### Power Tools

* Electric power operated tools shall either be of the approved double-insulated type or grounded.
* The use of electric cords for hoisting or lowering tools shall not be permitted.
* Pneumatic power tools shall be secured to the hose or whip to prevent the tool from becoming disconnected.
* Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent attachments from being expelled.
* Compressed air shall not be used for cleaning purposes.
* The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
* Hoses shall not be used for lowering or hoisting tools.
* Power tools that release fluid shall be equipped with automatic or visible manual safety devices to prevent accidental trigger release. Safety devices shall be in place to reduce pressure in case of hose failure.

### Fuel powered tools

* All fuel-powered tools shall be stopped during refueling and maintenance.
* Fuel-powered tools, when used in confined spaces, the requirements for concentrations of toxic gases and use of personal protective equipment shall be followed in compliance with Company Name, and OSHA guidelines.

**Hydraulic power tools.**

* Fluid used in hydraulic powered tools shall be fire-resistant.
* Manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings shall not be exceeded.

**Powder-actuated tools.**

* Only trained Company Name employees are allowed to operate a powder-actuated tool.
* Tools must be tested each day before loading to ensure safety devices are working correctly. Testing method shall be in accordance with the manufacturer's recommended procedure.
* Any tool found to be defective shall be immediately tagged and removed from service until repaired.
* Tools shall not be loaded until just prior to firing time. Tools shall never be pointed at employees, either loaded or unloaded. Keep hands clear of the open barrel end.
* Loaded tools shall not be left unattended.
* Do not drive fasteners into hard or brittle materials.
* Do not drive into easily penetrated materials unless backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying object hazard on the other side
* Do not drive fasteners into a spalled area caused by an unsatisfactory fastening.
* Do not use tools in an explosive or flammable atmosphere.

### Guarding

* Power operated tools equipped with guards shall not be removed while in use. Tools shall be used with the manufacturer recommended guard, shield or attachment.
* Tool hazards including; belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating or moving parts of equipment shall be guarded if the parts create a hazard exposure of contact by employees.
* Tool guarding methods include barrier guard, two-hand tripping devices, and electronic safety devices. These methods shall be used to protect operators and other employees from hazards created by point of operation, ingoing nip points, rotating parts, flying chips and sparks.
* Handtools used for placing and removing material shall permit handling of material without operator exposure of placing a hand in the hazard zone. These tools shall be used as supplement protection and not in lieu of other required guarding.

**Personal Protective Equipment**

* Company Name employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases shall use the personal protective equipment issued to them as protection from the hazard.

**Switches**

* All hand-held powered tools equipped with a positive “on-off” control, a momentary contact "on-off" control and a lock-on control, or a constant pressure switch shall not be modified by any Company Name employee or subcontractor employee.

### Training

* Company Name employees shall receive training on each tool prior to use of the tool on the jobsite.
* Employees shall demonstrate the use of each tool while supervised by Job Title/Specific Name.
* Upon completion of tool training, Company Name shall certify in writing that each employee has received and understands requirements of tool safety. Certification shall include the employee’s name, date of training, and subject of certification.

### Conclusion

All employees of Company Name are required to comply with the rules set forth in this written program. This program is intended to provide the maximum protection for employees of Company Name.