

Safe Work Procedure		Air-Powered Tool Use	
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:
Potential Hazards: Fill in those that apply H M L Risk for Injury <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / Sustained postures <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – stabilizing tool <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Repetitive Movements <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Vibration – (hand,arm) increases with time <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Noise – loud tools <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Flailing air hose if it breaks loose <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Flying particles		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate closed toe footwear ➤ Eye Protection or Face Shield if risk for flying particles ➤ Hearing Protection ➤ Secure loose clothing, hair, drawstrings from hoods that could become entangled in tool ➤ Safety Air Gun, down to 30 PSI ➤ Dust mask if necessary 	
		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Operator’s Manual 	
Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.			
Employers must ensure that workers are trained and follow this safe work procedure. Steps to perform this task safely: <ul style="list-style-type: none"> ➤ Before connecting air tool, ensure the air hose does not have soft spots, bubbles or loose connections, the female snap ring connection is working properly, and the hose is not strung against hot or sharp objects. ➤ Only use air tools in a manner specified by the Operator’s Manual. ➤ Pre-inspect tool for cracks, defective operating or safety switches. Do not use a damaged tool. ➤ Ensure the air pressure of the line does not exceed the Manufacturer’s recommendation for the air tool and the attachments are rated at or higher than the tool. If unsure, ask your supervisor. ➤ For repetitive or long-lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles. ➤ Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc) and try to avoid overreaching. ➤ If working for a length of time, adjust foot position, for example alternating a foot on a stool to avoid forward bending. ➤ Use both hands to use the air tool if it has been designed this way or if it helps stabilize against sudden jerky movements. ➤ Try to use air tools where there is adequate ventilation to removed dust. If this is not possible, use a dust mask. ➤ Always keep your second hand (for one-handed tools) and other body parts clear of rotating parts, or cutting/drilling path of tool. ➤ Reduce air pressure to manufacturer’s recommended working pressure. ➤ Keep work areas free of loose tools which could be tripped over and after use, disconnect and return tools and roll up air hose to designated areas. 			