

Safe Work Procedure		Using Hand Tools (Non-Power)																									
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 <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward / Sustained postures</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Forceful exertions – pushing, gripping, twisting</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive Movements</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges – knives, pliers</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Pinch points – in tools or against materials</td> </tr> </table>		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 – pushing, gripping, twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive Movements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – knives, pliers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinch points – in tools or against materials	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate closed toe footwear ➤ Eye Protection / Goggles or Face Shield ➤ Gloves if using blades or sharp objects 	
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		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Operator's Manual 																									
<p>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.</p>																											
<p>Employers must ensure that workers are trained and follow this safe work procedure. Note the instructions below are relevant for non-powered hand tools including, but not limited to, screwdrivers, hammers, hand saws, utility knives, cutters, pliers, etc. Steps to perform this task safely:</p> <ul style="list-style-type: none"> ➤ Do not use broken tools, or tools that have cracks or splits in them. ➤ Only use tools in a manner for which they have been designed. ➤ Carry sharp tools in their sheath or holster. ➤ Keep cutting tools sharp so less effort is required for them to be effective. ➤ When using knives, sheaths or shears, keep your other hand or body parts out of the cut line, ensure that there is a barrier between the knife and your body or cut in a direction away from your body. ➤ 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. ➤ Take micro breaks or change tasks periodically to reduce repetitive or physically demanding tasks. ➤ Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas. 																											