

Safe Work Procedure		Using Hand Tools (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 – forcing the tool</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>Vibration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges – saw blades, bits, discs</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Noise – loud tools</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Respiratory - dust</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Electrical – discharge if defective cord</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 – forcing the tool	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive Movements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – saw blades, bits, discs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise – loud tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Respiratory - dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical – discharge if defective cord	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate closed toe footwear ➤ Eye Protection / Goggles or Face Shield ➤ Hearing Protection ➤ Gloves if using blades or sharp objects ➤ Disposable Respirator (N95) or Half Mask if dusty conditions ➤ Dust Collection System (if available) ➤ Secure loose clothing, hair, drawstrings from hoods that could become entangled in tool 	
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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:																																							
Note: The instructions below are relevant for hand held power tools including, but not limited to, drills, circular saws, jig saws, reciprocating saws, hand sanders, belt sanders, and grinders. <ul style="list-style-type: none"> ➤ Only use power tools in a manner specified by the Operator's Instructions and in dry environments. ➤ Do not use broken power tools, ones that have cracks or splits in them, or tools that have had guards removed. ➤ Do not force the power tool. This can make the tool less effective, damage it, or could make the tool slip. Ensure the cutting blade, disc/belt, bit, etc., is correct for the application and is in good condition. ➤ 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 long as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition to avoid over-reaching). ➤ Use both hands to operate the power tool if it has been designed this way. ➤ Keep work areas free of loose tools which could be tripped over, and after use return tools to designated areas and keep them unplugged. ➤ Wear eye protection when cutting using power tools. Direct sparks, chips, etc. away from you and others. 																																							

- Always keep your second hand (for one-handed tools) and other body parts clear of the cutting, drilling, or grinding path of the power tool.
- Try to use power tools where there is adequate ventilation to remove dust. If this is not possible, use a respirator.
- Use clamps or other practical way to secure and support piece(s) to a stable platform before working on it. Holding pieces or items with only your hand or against your body leaves it unstable and may lead to loss of control and serious injury.
- De-energize the tool once you are finished using it and before changing bits, blades, discs, belts, etc. Let the tool cool before touching the blade, bit, etc. to change it.