

Tools and Equipment

10.1 Hand Tools (non-powered)

All tools must be maintained in good working condition and inspected before use by the user. Employees may obtain replacement tools from their supervisors. Tools should be used only for their intended purpose. Employees must ensure the following requirements are adhered to:

- a) Take good care of tools. Many injuries result from the use of defective or unsafe tools or improper use of tools.
- b) Keep cutting edges sharp. A sharp tool makes the work easier, faster and safer than a dull one.
- c) Hammers with metal handles, screwdrivers or knives with metal continuing through the handle and metallic measuring tapes shall not be used on or near energized electrical circuits or equipment.
- d) Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
- e) Tools shall never be placed unsecured on elevated places.
- f) Chisels, drills, punches, ground rods and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
- g) Shims shall not be used to make a wrench fit.
- h) Wooden handles that are loose, cracked or splintered shall be replaced. The handle shall not be taped or lashed with wire.
- i) All cutting tools such as saws, wood chisels, draw-knives or axes shall be kept in suitable guards or in special compartments.
- j) Tools shall not be left lying around where they may cause a person to trip or stumble.
- k) When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present or the danger area shall be barricaded or guarded.

- l) The insulation on hand tools shall not be depended upon to protect users from shock.
- m) Inspect tools regularly to note damage such as mushroomed striking heads, loose or cracked handles and bent or sprung jaws. Such tools must be taken out of service.
- n) If necessary, carry tools in a holster or sheath to protect the cutting edges and pointed ends to avoid injury to themselves or others.
- o) Use the right tool for the job. Using a wrench instead of a hammer, a screw driver instead of a chisel, a file or screw driver instead of a pinch bar can result in damaged tools and injuries.

10.2 Portable Electric Tools

All tools must be maintained in good working condition and inspected before use by the user. Employees may obtain replacement tools from their supervisors. Tools should be used only for their intended purpose. Employees must ensure the following requirements are adhered to:

- a) Employees must never use portable electric tools unless certain that they are in good condition. If in doubt, equipment must be inspected and tested by a qualified maintenance person.
- b) If defects and minor shocks occur on any piece of equipment, the equipment must be taken out of service.
- c) The non-current carrying metal parts of portable electric tools such as drills saws and grinders shall be effectively grounded when connected to a power source unless the tool is an approved double-insulated type.
- d) All powered tools shall be examined prior to use to ensure general serviceability and the presence of all applicable safety devices. The electric cord and electric components shall be given an especially thorough examination.
- e) Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.
- f) All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made.

- g) Electrical tools shall not be used where there is a hazard of flammable vapors, gases or dusts.
- h) In wet locations, the equipment must be directly connected to a GFCI receptacle or adapter.
- i) Electric cords should be protected from damage by oil and not left in aisles where they may be run over by trucks or cause a tripping hazard.
- j) Electrical cords will not be exposed to pinch point hazards.
- k) Grounding prongs shall not be removed from the equipment and three-prong to two-prong outlet adapters will not be utilized.
- l) Hand held grinders shall be utilized with their semi-circular guard enclosure protecting the blade/wheel on the user's side.
- m) Power saws and woodworking machinery shall be equipped with guards that automatically and completely enclose the cutting edges and shall be provided with anti-kickback and splitter devices.

10.3 Pneumatic Tools

All tools must be maintained in good working condition and inspected before use by the user. Employees may obtain replacement tools from their supervisors. Tools should be used only for their intended purpose. Employees must ensure the following requirements are adhered to:

- a) Compressed air and compressed air tools shall be used with caution.
- b) Pneumatic tools shall never be pointed at another person.
- c) Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- d) Safety clips or retainers shall be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
- e) Compressed air shall not be used to blow dust or dirt from clothing.

- f) The manufacturer's safe operating pressure for hoses, pipes, valves, filters and other fittings shall not be exceeded.
- g) The use of hoses for hoisting or lowering tools shall not be permitted.
- h) All hoses exceeding 'ii-inch inside diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- i) Before making adjustments or changing air tools, unless equipped with quick change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.
- j) Eye protection, foot protection and other protective devices shall be worn when their use could reduce the possibility of injury.
- k) Pneumatic tools shall be operated only by competent persons who have been trained in their use.
- l) The use of metal-reinforced hose shall be avoided near energized equipment. When this type of hose must be used, proper clearances shall be maintained.

10.4 Power Lawn Mowers, Edger's, Etc.

All lawn maintenance equipment must be maintained in good working condition and inspected before use by the user. Equipment should be used only for its intended purpose. Employees must ensure the following requirements are adhered to:

- a) Employees shall insure that all applicable guards are in place prior to using power lawn mowers.
- b) All power lawn mowers shall be equipped with adequate guards protecting the operator from moving parts such as belts, blades, gears, etc. which shall remain in place while mower is in use.
- c) Prior to making adjustments, inspections or repairs, the employee shall tum off the mower and permit it to come to a complete stop.
- d) When on a riding mowing with rollover protection on a sloped or incline surface, the rollover protection bar must be set in the full upright position and utilized with the safety belt.
- e) Remove any rocks, pieces of wire or other foreign objects from the area to be mowed.

- f) Avoid placing the body in front of the discharge opening.
- g) Wear proper protective equipment to include as a minimum safety glasses or safety goggles and ear protection.
- h) Keep in step with machine to maintain control.
- i) Do not lift a running mower.
- j) Shut off power when going from one level to another.
- k) On slopes, be sure of your footing, balance and control of the unit.
- l) Never pull a mower toward you.
- m) Observe for low-hanging branches when operating equipment.
- n) Mow only when there is sufficient daylight.
- o) Keep children and pets away from mechanized equipment.

10.5 Employee Operation Requirements

The following guidelines are requirements for employees when utilizing tools and equipment:

- a) Only authorized personnel are permitted to utilize tools and equipment as specified by their supervisor.
- b) All tools and equipment must be inspected prior to operation by its user.
- c) Employees must understand all operating instructions carefully and know the controls and be able to stop motor or disengage clutch quickly in an emergency.
- d) Understand the capacity and limitations of the equipment.
- e) Plan each job thoroughly. Anticipate hazards. Plan emergency action.
- f) Wear appropriate personal protective equipment safety.

- g) When starting equipment, have firm footing and keep hands and feet clear and be sure all parts move freely before attempting to start.
- h) Disengage clutch before starting especially on self-propelled units.
- i) Shut off power, wait for machine to stop, lock out starting switch (disconnect electrical plug or spark plug wire) before making adjustments or clearing jammed objects.
- j) Replace guards immediately when removed to adjust, clean or grease unit. Keep guards adjusted and in good working condition.
- k) Never leave operating equipment unattended.
- l) Operate engine at the slowest speed needed for effective operation.
- m) Inspect equipment periodically for loose connections, broken or badly worn parts. Make sure cutting knives or blades are tight, sharp and in good condition.
- n) Never refuel a running or hot engine. Refuel outdoors. Never smoke when refueling.
- o) Long hair, ties, scarves, sleeves, loose-fitting clothing, etc., must be secured when working with moving machinery.
- p) Gloves, bandages, and finger cots shall not be worn while operating most machines as they may be caught or snagged by moving machine parts. Employees shall ask their supervisor when in doubt.
- q) Unsafe or malfunctioning machinery must be reported to your supervisor immediately. Machines under repair must be tagged "DO NOT OPERATE" until repairs are completed.