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Safe Work Practice

Name of Job: Defective Tools	Development Date: MARCH 7th, 2011	Developed By: CSNS
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Possible Hazards Present

Cuts	Burns	Broken bones
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Personal Protective Equipment (PPE) and Devices Recommended

Head protection	Eye Protection	Foot protection	Hearing Protection
Respirator Equipment	Skin Protection		

What are some good general safe work practices?

DO INSPECT TOOLS FOR PROBLEMS LIKE:

- chisels and wedges with mushroomed heads
- split or cracked handles
- chipped or broken drill bits
- wrenches with worn out jaws
- tools which are not complete, such as files without handles
- **DO NOT** use a defective tool;
- **DO** double check all tools prior to use; and
- **DO** ensure defective tools are repaired

DO NOT USE TOOLS WHEN THEY ARE

- broken or inoperative guards,
- insufficient or improper grounding due to damage on double insulated tools,
- missing ground wire or grounding lug (on plug) on cords of non double insulated tools;
- on/off switch not in good working order,
- cracked tool blade,
- wrong speed grinder wheel being used, or
- Guard has been wedged back.
- **Tag and/or remove defective tools from service.**

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.