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**SAFE WORK PRACTICE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Job:**Power and Hand Tool Use** | Development Date: | Developed By: | Approved By: | Review Date: |

**Possible Hazards Present**

|  |  |  |  |
| --- | --- | --- | --- |
| Risk of eye injury from flying particles. | Use of various machinery and tools | Electric shock | Working with [hand tools](http://www.ccohs.ca/oshanswers/safety_haz/hand_tools/), [powered tools](http://www.ccohs.ca/oshanswers/safety_haz/power_tools/) and heavy powered equipment |
| Repetitive motion strain |  |  |  |

**Personal Protective Equipment (PPE) and Devices Recommended**

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| --- | --- | --- | --- |
|  Hearing Protection  | Eye Protection | Foot protection | Fall Arrest Equipment |
| Respirator Equipment | Skin Protection  | Hearing Protection  |  |

**What are some good general safe work practices?**

* **DO** ensure Electrical tools have 3 wire (grounding) cord and plug, excluding double insulated tools.
* **DO** ensure that grinder discs, buffers and stones to be used only for designed application and at rated speed.
* **DO** ensure that stationary grinders have properly adjusted tool rests and stones to be properly dressed.
* **DO** ensure that angle grinders have Original Equipment Manufacturer (O.E.M.) guard.
* **DO** make sure On/off switches are functional and positioned so Operator has access.
* **DO NOT** use accessories unless they are designed for use with the tools specified.
* **DO** ensue that saw blades are designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
* **DO** ensure that Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
* **DO** ensure that Chisels, punches, screwdrivers, etc. to have tips properly dressed.
* **DO** ensure that Cracked a/o splintered handles are replaced.
* **DO** ensure all tools are cleaned after use and repairs made before being properly stored.
* **DO** ensure that Tools are used for designed purpose only.
* **DO** ensure that tool repairs are performed by qualified personnel, using O.E.M. parts or equivalent.
* **DO** follow tool safe work procedures step by step.