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SAFE WORK PRACTICE

Name of Job: Power and Hand Tool Use	Development Date:	Developed By:	Approved By:	Review Date:
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Possible Hazards Present

Risk of eye injury from flying particles.	Use of various machinery and tools	Electric shock	Working with hand tools, powered tools and heavy powered equipment
Repetitive motion strain			

Personal Protective Equipment (PPE) and Devices Recommended

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** ensure 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.

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.

- **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.

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