



WATER & SEWER
RISK MANAGEMENT POOL



Hand Tool Safety Program

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The following safety related program is for informational purposes only. The SORT committee hopes that each participating district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as guidelines. There is no guarantee that following a given program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify it to fit the district's particular needs and circumstances.

HAND TOOL SAFETY PROGRAM

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HAND TOOL SAFETY PROGRAM

PURPOSE / SCOPE

The purpose of the Hand Tool Safety Program is to ensure that all employees who work with hand tools understand the potential hazards and the District's program for protecting them from those hazards to the greatest extent possible, and to establish the requirements for working safely in such an environment.

Hand and power tools are used so commonly used that safety is sometimes overlooked. Anyone who has punctured a hand with a screwdriver, or has hit a finger instead of a nail, knows that accidents can easily happen. Power tools should be used in accordance with manufacture's safety guidelines. Workers must always select, use, and maintain the proper tool for the task. Each time a tool is used incorrectly you are taking a chance, and

eventually an injury will occur. Do not leave tools laying around where workers can trip or fall on them (refer to slips, trips, and fall safety program). The employer is responsible for the safe condition of tools

and equipment used by employees. Hand tools help us perform our jobs efficiently.

Policy Statement

- Recognize the risks associated with hand and power tools.
- Identify means of protection.
- Explain the hazards of unsafe use Recognize the risks associated with and to highlight safety procedures.
- Explain the way to select, use, and maintain hand tools safely.
- Inform workers how injuries can occur and be prevented.
- Inform workers of the applicable laws when using tools.

EXEMPTIONS / EXCLUSIONS

N/A

HAZARD ANALYSIS

Connected with Hand Tools

- Fingers or hands getting too close.
- Loose clothing, jewelry, or hair getting tangled.
- Eye injury from loosened chips, shavings, or small flying objects.
- Inhalation of dust or fumes.
- Excessive noise.
- Parts of tools getting airborne.
- Risk of fire, shock, or electrocution.
- Broken bones and bruises from tools that slip, fall, or are thrown.
- Severe cuts or amputations.
- Puncture wounds.
- Tools such as wedges, drift pins, and mushroomed heads can cause pieces of metal to fly off and cause an eye injury or perhaps imbedding itself in a body part.

Applicable SOP's

- Select the right size and type of tool for the job and always in accordance with manufacturer instructions.
- All hand and power tools and similar equipment, whether furnished by the employer or the employee shall be maintained in a safe condition in accordance with manufacturer recommendations
- Ensure correct handling and posture, most hand tools are designed to be held with two hands.
- When applying a tool against an object, that item should be secured if possible with a mechanical device such as a bench vise or clamp. The operator should also avoid shifting his feet during the application of a tool against such an object.
- Do not use a broken or damaged tool (example: dull saw, screwdrivers with broken tips or handles, hammers with chipped or loose heads or broken handles.)
- Always think about what would happen if the tool slipped or broke. Position yourself to avoid injury.
- Always wear appropriate personal protective equipment.
- Do not wear loose clothing or jewelry that could get caught in the tools.
- Store tools safely. Do not leave them where they could fall on someone, or someone could trip on them.
- Protect sharp edges and blades from coming into contact with people.
- Many injuries happen when tools are being carried from place to place or when they are left or forgotten.
- Use a toolbox or tool belt.
- Make sure any pointed tools are carried with pointed edges away from the body or in a sheath.
- Never carry tools up a ladder. Hoist them up and down in a bag or bucket.
- Never try to hold tools and climb a ladder.
- Keep track of your tools, especially if working above ground level. An accidental kick or other movement can send tools falling or flying on or at an unsuspecting person.
- Always hand the tool to another person, with the handle first. If pointed or sharp-edged tools have a carrying case pass tool along in its case.
- Never carry sharp pointed tools in your pocket.
- Always disconnect any power tool when not in use, before servicing, and when changing blades or making adjustments.

Hand Tool Safety

- Never hold your finger on the start switch or trigger while carrying a tool plugged in.
- With all tools, never abuse them or take any chances.
- Do not yank the cord to disconnect the tool from the receptacle.
- Keep tools sharp and clean for best performance. Never disable or remove a safety device such as the blade guard. It is there for a reason.
- Tag any defective tool and notify appropriate personnel for repair or replacement.
- Never use power tools in the presence of flammable vapor, gases, or explosive dusts.
- Pneumatic tools must have an accumulator on the compressor to collect moisture
- When a repair or adjustment has been made, test tool before using, making sure your body or body parts are clear before testing.
- When using pneumatic or hydraulic tools around high voltage, make sure hoses are non-conductive.
- When power operated tools are designed with a guard; they must be equipped with such guards when in use. Guarding must meet the requirements as set forth in American National Standards Institute (ANSI).
- Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or any other reciprocating, rotating or moving parts must be guarded to prevent hazards to the operator.

This section excludes concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools.

- All hand-held powered platen sanders, grinders with wheels 2" diameter or less, routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jigsaws with blade shanks 1/4" wide or less may be equipped with only a positive "on-off" control.
- All hand-held powered drills, tappers, fastener drivers, horizontal, vertical, and angle grinders with wheels greater than 2" in diameter, disc sanders, belt sanders, reciprocating saws, saber saws, and other similar operating powered tools must be equipped with a momentary contact "on-off" control and may have a lock-on control provided that turn-off can be accomplished by a single motion of the same finger or fingers that turn it on.
- All other hand-held powered tools, such as circular saws, chain saws, and percussion tools, must be equipped with a constant pressure switch that will shut off the power when the pressure is released.
- All fixed power-driven tools must be provided with a disconnect switch that can either be locked or tagged in the off position.

- When refueling power tools, hot surfaces can be an ignition source, even static electricity. Allow equipment to cool down before refueling. Also, remember to remove the plug wire off the spark plug. Always use specific cans marked for the type of fuel being used. Use fuel equipment in well-ventilated areas.
- When using power tools, be aware that the possibility of electrocution does exist.
- To prevent shock, tools must be double insulated or have a grounded cord, and be connected to a properly grounded receptacle.
- Do not allow power cords to present a tripping hazard.
- Never carry power tools by their cords.
- Never use an electrical power tool in a damp or wet location, unless it is approved for that purpose. Always watch for unsafe conditions, such as loose connections, missing ground plugs, and other defects.
- When using electrical tools never handle, plug in or unplug a tool with wet hands.
- Use fiberglass ladders around electricity to prevent electrocution.
- Always unplug tools when out of sight or not in use for an extended length of time.
- Always make sure to clean, lubricate, and store these kinds of tools properly. The tool must be designed so that all parts can be checked for foreign matter that may affect operation.
- Safety clips or retainers must be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.
- All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, must have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.
- Fluid for hydraulic power tools must be fire resistant approved under schedule 30 of the Bureau of Mines, U.S. Department of the interior, and must retain its operating characteristics at the most extreme temperatures to which it will be exposed.
- The tool must be designed to prevent activation when dropped from a height of 10 ft onto a smooth, hard surface such as concrete or steel.
- Some tools require compressed gases/air. All cylinders must have their contents properly identified and care must be exercised in handling all compressed gas/air cylinders. All compressed gas/air cylinders have the chance of explosion if not handled or stored properly. Pneumatic power tools and hose sections must be secured by threaded couplings, quick disconnect couplings or by 100-pound tensile strength safety chain or equivalent across each connection to prevent the tool or hose connections from becoming accidentally disconnected.

Hand Tool Safety

- All districts that use electrical tools on a regular basis should have an equipment grounding conductor program. This program assures that power equipment is tested quarterly for grounding ability, then tagged with a color code. A certain color is used for each year. Since you are the operator, never take someone's word about a tool. Always make a visual inspection of the tool and cord. Always remember to check the outlet for any damage. Whenever possible, try to plug into a receptacle that is protected with a ground fault circuit interrupter (GFCI). The GFCI will also reduce the chance of electrical shock.

RESPONSIBILITIES

District

To implement an effective hand tool safety program incorporating employee awareness of work tasks.

Designated Person or Safety Program Coordinator

Assure that all employees follow this program. Perform inspections to verify that no other hazards exist. If hazards do exist, make efforts to correct the hazard.

Managers

Help employees understand the importance of following this program. Help identify hazards that may exist. Help to eliminate the hazards.

Employees

Understand and be familiar with manufacturers instruction on operation. Verify all safety devices are intact. Visually inspect tool before use.

GUIDELINES/RULES

This section includes the PPE required for the program but it would also include the standard operating procedures or guidelines, what steps the workers must take to be safe in the environment and to be protected from the hazard.

Required PPE

List any PPE that are required to comply with the Prevention Actions

Prevention Actions (how hazards will be prevented)

This is where you describe the work "guidelines" and "rules".

EMERGENCY PROCEDURES

This information should prioritize the emergency procedures by highest risk, similar to the layout of an MSDS. If this does not apply in the program then leave the header but include an N/A or Not Applicable.

First Aid Awareness and Actions (actions to take if hazard happens)

This is where you describe the appropriate any first aid response that is UNIQUE due to an injury that may result from this hazard. You would NOT repeat general first aid instructions.

FORMS USED

This section will explain the forms used and how they are to be completed – by who, when, and what to do with them when completed. Samples of the forms would be kept in the appendix after the sample forms section.,

TRAINING

This section outlines what training is required (by WAC, district policy, or best practice) and delivery methods including frequency.

Required Materials

Employee Training

Before use, employees must be trained to understand what hazards exist and how to eliminate them. Employees shall be trained on the operation of the tool. Employees shall be knowledgeable and follow manufactures Instructions.

Supervisor Training

Outline: [x] – hour class

REFERENCES/RESOURCES

This section would include what references are used in developing, enforcing, reviewing, or pertinence to this program. For example, this section would reference all the pertinent WAC/RCW's, the ANSI standards, or the NFPA standards used.

This section would also include resources used in the program – internet, library sources, or vendors and businesses that are useful in the application of this program.

REVISION RECORD

Revision No.	Revision Date	Approval Date	Change
1.0.0	05-07-12		Checked, written and placed in new format
1.0.1	5-24-17		Grammatical updates and converted to new SORT template

APPROVALS

Safety Committee Chairperson	Date	General Manager	Date
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DEFINITIONS

(WAC XXX-XXX-XXX unless otherwise noted)

Term

Definitions of terms that is unique to the program.

ANNEX

The Annex and Appendix sections are intended to be used interchangeably to store information that is needed but can be updated as technology or regulations change without substantially changing the entire program. It could include reference tables, respirator instructions or vendor specific information for the applicable equipment.

APPENDIX

Sample Forms

WAC/RCW