

# ***Prowess Utility Group Inc***

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***Rev. 2/2024***

***HAND AND POWER TOOL SAFETY***

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YOUR OSHA COMPLIANCE SOLUTION

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## 1 OBJECTIVE

It is the intent of Prowess Utility Group Inc to equip employees with the necessary knowledge and skills to safely perform their duties when they use tools and equipment.

## 2 GENERAL

### 2.1 Employer Responsibility

Prowess Utility Group Inc is responsible for the safe conditions of tools and equipment used by employees, including tools and equipment which may be furnished by employees.

### 2.2 Supervisor Responsibility

2.2.1 Supervisors will be responsible for ensuring that employees are trained before using a specific tool.

2.2.2 Supervisors will monitor employees when they are using tools to ensure that tools and equipment are being used safely.

2.2.3 Supervisors will ask employees about their immediate assignments and review workplace procedures to see if changes in procedures are necessary.

### 2.3 Inspection and Maintenance

2.3.1 All tools will be identified and inventoried either individually or by group.

2.3.2 All tools in the inventory will have a documented inspection at least once every six months. In addition to these periodic inspections all tools will be inspected prior to issue and upon return by the tool room attendants and prior to each use by the user.

2.3.3 All tools will be kept in good condition with no modifications.

### 2.4 Selection

Employees will select the right tool for the task.

### 2.5 Use

2.5.1 Employees will keep control of themselves, the tool, and the job.

2.5.2 Employees will maintain proper footing when using a tool.

2.5.3 Employees will wear the appropriate personal protective equipment for the tool they are using.

2.5.4 Vibration Absorbing Gloves will be made available to employees using pneumatic impact guns or other vibrating equipment.

- 2.5.5 Employees operating heavy vibrating tools (i.e., jackhammers, 90 guns, impact guns, etc.) will be required to wear Vibration Absorbing Gloves.

## **2.6 Care**

- 2.6.1 Tools and equipment will be properly cared for.
- 2.6.2 When not in use, tools and equipment will be properly stored as to prevent damage and the creation of a hazard in the workplace.
- 2.6.3 Tools will be inspected for wear, defects, or damage prior to use.
- 2.6.4 Damaged, defective, or worn tools and equipment will be immediately removed from service and tagged.
- 2.6.5 Tagged tools and equipment will be reported to designated supervisors and either be sent out for repair or repaired in house by appropriately trained staff.

## **3 HAND TOOLS**

### **3.1 Hand Tool Safety**

- 3.1.1 Hand tools will only be used for the purpose for which they are intended.
- 3.1.2 All appropriate PPE will be worn while using hand tools.
- 3.1.3 Wrenches, including adjustable, pipe and socket will not be used when jaws are sprung to the point of slippage.
- 3.1.4 Pipe wrench parts (i.e., jaws) will not to be removed and used for anything other than the manufactured use.
- 3.1.5 The use of snipes and cheater bars or double wrenching to gain leverage will be prohibited.
- 3.1.6 A tool holder will always be used while using hammer and knocker wrenches.

### **3.2 Tagging of Hand Tools**

Hand tools will be tagged and removed from service if any of the following defects are present:

- a. Impact tools such as hammers, flange wedges, chisels, drift pins, pin bars, and knocker wrenches with visible signs of mushrooming, cracking, or bending.
- b. Wooden handle tools, such as hammers, picks, shovels, and brooms with visible signs of cracking, loosening, or splintering of the handle.
- c. Wrenches, such as adjustable, combo, and pipe with visible signs of bending, cracking, defective handles, or other defects that impair their strength.

## **4 ELECTRICAL POWER TOOLS**

### **4.1 Electrical Power Tool Safety**

- 4.1.1 All appropriate PPE will be worn while using power tools.
- 4.1.2 Proper permits will be obtained prior to the use of electrical power tools.
- 4.1.3 GFCI's will be used with all portable electric equipment. GFCI's will be inspected and tested prior to each use.
- 4.1.4 Tools will not be connected to or disconnected from electrical power unless the operating switch is turned off.
- 4.1.5 Employees will not wear loose fitting clothing when operating power tools.
- 4.1.6 The power source on tools will be physically disconnected prior to attempting any repairs or attachment replacement.
- 4.1.7 Protective guards on power tools will not be removed, altered, or modified.
- 4.1.8 Trigger/switch locks will be prohibited on power tools.
- 4.1.9 All electrical tools and power cords will be inspected in accordance with Prowess Utility Group Inc's policies and procedures for tool use and the manufacturer's instructions.
- 4.1.10 Electrical tools and power cords will display the current inspection color code for the current inspection period for which the inspection was performed before the tool is put into service.
- 4.1.11 Electrical tools will not be hoisted or carried by their power cords.
- 4.1.12 Cords will be routed as to minimize interference in walkways. Preferably, cords will be routed overhead.

### **4.2 Tagging of Electrical Power Tools**

Electrical power tools will be tagged and removed from service if any of the following defects are present:

- a. Electrical power tool cord does not have current inspection color code.
- b. Power cord is frayed, cut or damaged. The use of electrical tape to cover damage to cords is prohibited.
- c. Defective or faulty on/off switches.
- d. Loose or defective components

## **5 PNEUMATIC POWER TOOLS**

### **5.1 Pneumatic Power Tool Safety**

- 5.1.1 All hoses exceeding 1/2" inside diameter will have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.
- 5.1.2 Chicago fittings will be pinned.
- 5.1.3 Attachments on air tools will be secured by retainer pins and rings.
- 5.1.4 Air will not be connected unless the operating switch is turned off.
- 5.1.5 Tools will not be disconnected until the air supply is shut off and air pressure has been bled off.
- 5.1.6 Pneumatic power tools will not be hoisted or carried by their hoses.
- 5.1.7 Hoses will be routed as to minimize interference in walkways. Preferably, hoses will be routed overhead.

### **5.2 Tagging of Pneumatic Power Tools**

Pneumatic power tools will be tagged and removed from service if any of the following defects are present:

- a. Pneumatic power tools, such as air power grinders, impact wrenches, German hacksaws with visible signs of deformities in the body of the tool, improperly functioning actuator, bent or deformed blades, or any signs of obvious damage to the air supply line fittings.
- b. Hoses will be visually inspected for cracking, signs of aging, worn or damaged connecting fittings, or any other obvious deformities, such as blistering or bulges.

## **6 POWDER-ACTUATED TOOLS**

### **6.1 Powder-Actuated Tool Safety**

- 6.1.1 Only employees who have received an approved training course and license for the particular tool to be used may operate powder-actuated tools.
- 6.1.2 Tool room personnel will not issue powder-actuated tools unless the person requesting the tool can provide a current license for that tool.
- 6.1.3 Powder-actuated tools will be tested prior to use to ensure all safeties are functioning.
- 6.1.4 The fastener will not be loaded until ready for the shot. The tool will not be left unattended unless it is unloaded.
- 6.1.5 No employee will point either an empty or loaded tool at any person.



- 6.1.6 Employees will keep both hands and feet clear of the open-end of the barrel.
- 6.1.7 In the event of a misfire, the operator will hold the tool firmly against the work surface for a period of 30 seconds and then follow manufacturer's instructions.
- 6.1.8 Personnel, other than the operator of the tool, will stay clear of the area where the tool is being used.
- 6.1.9 Operators of powder-actuated tools will wear goggles for eye protection while operating these tools.
- 6.1.10 A sign at least 8 x 10 inches, using boldface type no less than 1 inch in height, will be posted within 50 feet of the area where the tool is being used. The sign will bear the following wording:

**CAUTION  
POWDER-ACTUATED TOOL IN USE**

## **6.2 Tagging of Powder-Actuated Tools**

Powder-actuated tools will be tagged and removed from service if any of the following defects are present:

- a. Tool has visible signs of worn or damaged parts.
- b. Missing or malfunctioning parts or accessories.
- c. Missing operator's instruction manual or missing power load and fastener chart.
- d. Tool misfires more than one time during use.

## **7 ABRASIVE WHEEL MACHINERY**

Abrasive wheels will be used only on machines provided with safety guards as defined:

- a. The safety guard will be mounted so as to maintain proper alignment with the wheel, and the strength of the fastenings shall exceed the strength of the guard.
- b. Grinding machines will be equipped with flanges.
- c. Abrasive wheel machinery guards will meet the design specifications of the American National Standard Safety Code for the Use, Care, and Protection of Abrasive Wheels, ANSI B7.1-1970, which is incorporated by reference as specified in Sec. 1910.6.
- d. The maximum wheel speed RPM will not be exceeded. Speed marks will be checked against both the speed marked on the wheel and the speed of the grinder.
- e. When installing the wheel, it will be inspected for cracks and defects. Mounting flanges will be inspected to ensure that they are clean, and the mounting blotters will be used. The mounting nut will not be over tightened.

## **8 RECORDKEEPING**

- 8.1 All periodic inspections and all maintenance and repairs will be documented in accordance with Prowess Utility Group Inc's Injury and Illness Prevention Program.
- 8.2 Completed forms may be kept online or in other designated physical locations.

- 8.3 Employee training on the proper selection, use, and care of tools will be documented in accordance with Prowess Utility Group Inc's Injury and Illness Prevention Program.