

Safe Work Practice – Hand & Power Tools

SWP-004

Preparation: Safety Specialist

Approval Authority: Senior Management

Issuing Dept: Safety

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated with use of power and hand tools.

PROTECTIVE MECHANISMS:

- Safe Work Practice (SWP)
- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- As per manufacturer instructions
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As manufacturers safe job procedures

SUPERVISOR RESPONSIBILITY:

- Notify Diversified Staffing if employee will be required to work with power tools
- To facilitate and/or provide proper instruction to their workers on protection requirements
- Required tools

WORKER RESPONSIBILITY:

1. Electrical tools must be inspected, not altered – as per manufacturer specifications.
2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.
3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
5. On/off switches must be functional and positioned so Operator has access.
6. Accessories can only be used that are designed for use with the tools specified.
7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
10. Cracked a/o splintered handles to be replaced.
11. All tools must be cleaned after use and repairs made before being properly stored.
12. Tools to be used for designed purpose only.
13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
14. Follow tool safe work procedures step by step.

NOTE:

- All PPE must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act and the Regulations*.**

Controlled by: Safety Specialist	Revised: June 28, 2017	Approved by: Senior Management	Path: P:\Corporate\Safety Docs\Safe Work Practices (SWP's)
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