

<b>Safe Work Practice Power Hand Tool Safety – General</b>	<b>Town of</b>
--	----------------

<b>Department:</b> Maintenance	<b>Created by:</b> MSCNL	<b>Approved by:</b>	<b>Date Created:</b> Sept 19, 2016	<b>Date of Last Revision:</b>
-----------------------------------	-----------------------------	---------------------	---------------------------------------	-------------------------------

*This task may only be performed by trained and authorized personnel.*

<b>Hazard Present:</b> <ul style="list-style-type: none"> <li>• Awkward postures, forceful exertions and repetition when using hand tools</li> <li>• Cuts from saw blades, bits, discs</li> <li>• Dust and fumes</li> <li>• Excessive noise in some environments</li> <li>• Vibration</li> <li>• MSI's</li> <li>• Equipment failure</li> <li>• Crushing</li> </ul>	<b>Personal Protective Equipment (PPE) or Devices Required:</b> <ul style="list-style-type: none"> <li>• protective eyewear / face shield</li> <li>• protective gloves</li> <li>• CSA approved footwear</li> </ul>	<b>Additional Training Requirements:</b> <ul style="list-style-type: none"> <li>• SWP manual lifting and carrying</li> <li>• SWP ladder safety</li> <li>• Injury Prevention orientation</li> <li>• In house training</li> <li>• Operating manuals</li> </ul>
--	--	--

***NOTE: All practices obtained from MSCNL, must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!***

**instructions below are relevant for hand held power tools including but not limited to drills, circular saws, jig saws, reciprocating saws, hand sanders, belt sanders and grinders**

- 1) Only use power tools in a manner specified by the operational instructions and in dry environments
- 2) Do not use broken power tools, ones that have cracks or splits in them, or tools that have had guards removed
- 3) Do not force the power tool. This can make the tool less effective, damage it, or could make the tool slip. Ensure the cutting blade, disc/belt, bit, etc is correct for the application and is in good condition
- 4) For repetitive or long lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles
- 5) Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc) and try to avoid overreaching
- 6) Use both hands to use the power tool if it has been designed this way
- 7) Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas and keep them unplugged
- 8) Wear eye protection when cutting with power saws, drilling or grinding. Direct sparks, chips etc away from you and others
- 9) Always keep your second hand (for one handed tools) and other body parts clear of the cutting, drilling, or grinding path of the power tool. Cut / grind etc in a direction away from the body
- 10) Try to use power tools where there is adequate ventilation to remove dust. If this is not possible, use a dust mask
- 11) Use clamps or other practical way to secure and support piece(s) to a stable platform before working on it. Holding pieces or items with only your hand or against your body leaves it unstable and may lead to loss of control and serious injury.

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

<b>Guidance Documents:</b> <ul style="list-style-type: none"> <li>• Operator's Manual</li> </ul> <b>Regulations, Standards and References:</b> <ul style="list-style-type: none"> <li>• OHS Regulation- 50 - 54 Musculoskeletal Injury Prevention</li> <li>• OHS Regulation – 88 Safe Machinery and Equipment</li> </ul>	<p style="text-align: center;"><b>This Safe Work Practice will be reviewed any time the task, equipment, or materials change and at a minimum every three years.</b></p>
<b>Approved by:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Date:</b>