

(14) Hand and Power Tools

At [Your Company Name], we recognize that tools are a vital part of our day-to-day operations. However, improper use or maintenance can lead to accidents. This section sets out the safety protocols for the use, maintenance, and storage of all portable, power, and hand tools within our facilities.

(14.1) Overview and Guidelines

- **Tool Selection and Inspection**

Selection: Employees must choose the right tool for the job and ensure they are in good condition before use. Employees should not use any tool that appears damaged or defective.

Inspection: All tools must be inspected before and after use. If there are signs of wear, damage, or defects, the tool should be removed from service, and the supervisor should be notified.

- **General Usage Guidelines**

Training: Employees must receive proper training before using any tool. They should understand its purpose, proper usage, potential hazards, and safety precautions.

Personal Protective Equipment (PPE): Appropriate PPE must be worn during the use of tools. This can include safety glasses, gloves, and other equipment as required.

Operation: Tools must be used as per the manufacturer's instructions. Employees should never use tools in a way they were not designed for.

(14.2) Power Tools

Power tools are vital to the operations at [Company Name]. Whether they're handheld or stationary, power tools can present significant safety hazards if not used or maintained properly. This section provides guidelines on the safe use of power tools.

Proper Use and Handling

Selection: Ensure that the power tool is suitable for the task at hand. It should be designed and rated for the specific task and environment.

Inspection: Before each use, inspect the power tool for any defects, including cord damage, loose parts, or general malfunction. Damaged tools should not be used until they have been properly repaired.

Operation: Only trained personnel should operate power tools. Always use tools as instructed by the manufacturer. Never bypass safety devices or guards on power tools.

Handling: Always Maintain control of the power tool during operation. Don't overreach or use a tool in a position that could cause you to lose balance.

Storage and Maintenance

Cleanliness: Keep power tools clean and free of dust or debris that could affect their functionality. Clean and service tools regularly according to the manufacturer's instructions.

Storage: Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, etc. Store tools in a dry, secure location out of reach of unauthorized personnel.

Personal Protective Equipment (PPE)

PPE: Use appropriate personal protective equipment, which may include safety glasses or face shields, hearing protection, dust masks, or safety shoes. The type of PPE will depend on the tool and the nature of the work.

Training

Training: Employees must be trained in the proper use, handling, and storage of power tools, and must understand the specific safety hazards associated with each tool they use.

Employee Responsibilities

Responsibilities: Employees should report any faulty or damaged tools to their supervisor immediately. They must adhere to these guidelines and use common sense to avoid putting themselves or others at risk.

(14.3) Hand Tools

Hand tools are a common part of our day-to-day operations at [Company Name]. They can be found in all our workshops, factories, and on-site locations. While hand tools are manual equipment and do not require a power source, they can still pose a significant safety risk if not used or maintained correctly.

Proper Use and Handling

Selection: Always use the right tool for the job. Using the wrong tool can lead to accidents and injuries. Ensure that the tool is in good condition and is not damaged.

Inspection: Before use, all tools must be inspected to ensure they are in good working condition. Damaged or defective tools must be removed from use and tagged until repaired or disposed of.

Operation: Always use tools as they are intended to be used. Follow the manufacturer's instructions and never use a tool for a job it's not designed for.

Handling: Keep a firm grip on all hand tools. Avoid working in a way that will cause you to lose your balance if the tool slips.

Storage and Maintenance

Cleanliness: All tools must be kept clean and free from dirt, grease, and foreign matter. After use, tools should be cleaned, inspected, and repaired, if necessary, before being stored.

Storage: When not in use, tools must be stored in a dry, secure location. Tools should not be left out where they can cause a tripping hazard.

Personal Protective Equipment (PPE)

Depending on the tool and the task, appropriate PPE should be worn. This can include safety glasses, gloves, steel-toed shoes, or other gear as necessary.

Training

Employees are expected to be trained on the correct use and care of hand tools. This training should include the recognition of hazards associated with the type of tool and the safety precautions necessary to prevent those hazards.

Employee Responsibilities

Employees must take an active role in maintaining their own safety and must adhere to these guidelines. If an employee is unsure about the correct tool for a job or how to use it safely, they should ask their supervisor for guidance.

Conclusion

[Your Company Name] is committed to providing a safe and healthy work environment. This commitment extends to the safe use of tools in our workplaces. Always remember, safety is everyone's responsibility.