









Safe Work Practice / Job Procedure

Hand Tools

Potential Hazards

- Cuts and lacerations
- Flying debris
- Fire hazard (faulty or worn wires)
- All personnel must ensure they have been appropriately trained by their supervisor.

Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

Safe Work Practice

- Always select the right tool for the job
- Always inspect hand tools before each use
- Do Not use defective tools
- Watch out for chipped or broken drill bits
- Do Not apply excessive pressure on tools
- Replace cracked or broken handles on files, hammers, sledges and screwdrivers
- Do Not increase leverage by adding sleeves to increase tool length
- Do Not use one hammer to strike another

PPE Required

- Foot Protection
- Hearing Protection
- Head Protection
- Eye protection
- Face Protection
- Hand Protection
- Protective clothing – as required by job, task and tool to be used

Safe Job Procedures

1. Obtain appropriate PPE
2. Inspect tool prior to use
3. Ensure you have a clean work area where there are no interfering hazards
4. Plug in the hand tool (if applicable)
5. Begin the task at hand
6. Once you have completed the task turn off the tool (if applicable)
7. Place tool down and disconnect from the power source (if applicable)
8. Visually inspect the tool
9. Place tool back to in the proper storage place

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If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.