

# SAFE JOB PROCEDURE

**Job Description:** Powered hand Tools

**Hazards Present:** Pinch Points, Cuts, Eye Injuries, Electrical Shock

**PPE Required:** Safety Glasses,

**Note:** Operators of equipment must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location of the use of a fire extinguisher.

## SAFE JOB PROCEDURE

### 1. Conduct a pre-starting inspection of equipment and work area;

- ✓ Inspect tools, power cords, and electrical fittings for damage prior to each use, Repair or replace damaged equipment.
- ✓ Have any cords that feel more than comfortably warm checked by an electrician.

### 2. Powered Hand Tool Safety;

- ✓ Do not wear gloves, loose clothing or jewelry while using revolving power tools.
- ✓ Switch tools off before connecting them to a power supply & disconnect power supply before making adjustments.
- ✓ Ensure tools are properly grounded or double insulated.
- ✓ The grounded tools must have an approved 3-wire cord with a three-pronged plug, that should be plugged into a properly grounded 3-pole outlet.
- ✓ Do not use electrical tools in wet conditions or damp locations unless the tool is connected to a Ground Fault Circuit Interrupter (GFCI).
- ✓ Do not operate power tools in an area containing explosive vapors or gases.

### 3. Power Cord Safety;

- ✓ Keep power cords clear of tools during use.
- ✓ Position power cords so as they do not present a stumbling or tripping hazard.
- ✓ Do not use light duty power cords.
- ✓ Do not tie power cords in knots, knots can cause short circuits and shocks
- ✓ Replace open front plugs with dead front plugs.
- ✓ Pull the plug not the cord.
- ✓ Never break off the third prong on a plug.

### 4. Conduct a post operational inspection;

- ✓ Inspect tools, power cords, and electrical fittings for damage after each use, Repair or replace damaged equipment.