

## Safe Work Procedure: Hand and Power Tools - General

<b>Worksite:</b> Construction Sites	<b>Written By:</b>	<b>Date Created:</b>	<b>Date of Last Revision:</b>
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<b>Hazards:</b>	<b>Personal Protective Equipment / Devices required / Other safety considerations</b>	<b>Training / Reference information</b>
<ul style="list-style-type: none"> <li>• <b>Cuts/Stabbing/punctures</b></li> <li>• <b>Entanglement</b></li> <li>• <b>Dust/ debris</b></li> <li>• <b>Amputation</b></li> <li>• <b>Striking from kick back</b></li> </ul>	<p><b>Gloves</b>  <b>Safety Glasses or Face Shield</b>  <b>Hearing Protection</b>  <b>Safety Boots</b>  <b>Hard Hat</b></p>	<p><b>Tool specific, training</b></p> <ul style="list-style-type: none"> <li>• <b>Manitoba WSH Regulation, W217/06:</b> <ul style="list-style-type: none"> <li>- <b>Safe Work Procedures (2.1)</b></li> <li>- <b>Personal Protective Equipment (6.1)</b></li> <li>- <b>Machines, tools, and robots (16)</b></li> </ul> </li> </ul>

Note: 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.

**Employers must ensure that workers are trained and follow this safe work procedure**  
**Steps to complete this task safely:**

**1. Preparation:**

WEAR ALL REQUIRED PPE, MAKE SURE AREA OF WORK IS CLEAN AND FREE OF WATER, TRIP AND SLIP HAZARDS  
 READ ALL MANUFACTURERS MAINTENANCE INSTRUCTIONS PERTAINING TO SAFE WORK PROCEDURES AND PROPER CARE AND USE OF TOOLS TO BE USED.

**Safe Work Procedure**

1. Choose the tool that is appropriate for the task.
2. Insure that the tool is labeled as meeting requirements (ie: CSA Approved)
3. Inspect the tool and ensure it is in good operating condition and is equipped with all guards. Replace or repair any damaged tools.
4. Make sure that you are familiar with the safe operating procedures and any limitations on the use of the tool as described in the information supplied by the manufacturer.
5. Be sure you are wearing all Personal Protective Equipment
6. Be sure to follow safe work procedures when working near electrical lines.
7. Make sure that no one in the surrounding area will be put at risk when you are using the tool.
8. Keep cutting tools sharp and all tools free from grease and dirt buildup. Provide tool protection covers to keep from getting damaged or unintended contact injury.
9. Replace cracked, splintered, or broken handles on all damaged tools.
10. Replace jaws on any damaged clamping tools.
11. Wear appropriate tool holders for the tools being used.
12. Keep wrist straight when using tool to prevent injuries.

**DO NOT**

13. Do not use a tool for any other purpose other than what it was designed for.

14. Do not use a worn or damaged tool.
15. Do not use tools without guards in place.
16. Do not use tools unless you have the proper protective (PPE) on.
17. Do not use unnecessary force or pressure on tools.
18. Do not carry sharp tools in your pockets.
19. Do not cut towards yourself when using cutting tools.
20. Do not work in an unclean worksite. Avoid any clutter that could lead to accidents.

<b>Guidance Documents/ Standards / Applicable Legislation / Other:</b>	<b>Task Monitoring Process</b>
Manitoba Workplace Safety and Health Regulations M.R. 217/2006 7.4(5) (h) Part 16 Reg.	<i>The employer will monitor the effectiveness of any control measures implemented to reduce the risk of injury to the worker In event of a serious accident, provide first aid, call 911,</i>