## FP&M Physical Plant Safety Manual - July 2016

## 26. Tools

## 26.01. Hand

- 26.01.01. Proper PPE shall be worn when using hand tools.
- 26.01.02. Hand tools shall be used only for the purpose for which they are designed.
- 26.01.03. Hand tools shall be kept clean and in serviceable condition.
- 26.01.04. Hand tools which are damaged shall not be used.
- 26.01.05. Hand held cutting tools shall be kept sharp and shall be sheathed or retracted when not in use.
- 26.01.06. Do not force tools.
- 26.01.07. Power tools may be operated only by those persons who are qualified by training or experience.
- 26.01.08. Do not alter remove any guards on power tools.
- 26.01.09. Electrical tools shall be double insulated or grounded and, in the absence of permanent wiring, a Ground Fault Circuit Interrupter shall be used.
- 26.01.10. Electric tools shall not be lifted by their cords and pneumatic tools shall not be lifted by their hoses.

## 26.02. Pneumatic Powered

- 26.02.01. Proper PPE shall be worn when using pneumatic powered tools and or equipment.
- 26.02.02. Pneumatic powered tools shall be guarded.
- 26.02.03. Three specific hazards associated with pneumatic powered tools which are unique to their use are noise levels, tool retention, and air hose pressure.
- 26.02.04. Hearing protection shall be employed.
- 26.02.05. If there is a possibility of tool ejection during use, a tool retainer shall be installed.
- 26.02.06. Hose and hose connections be designed for the pressure and service to which they are subjected.