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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
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| Related Documents: | * Owner’s Manual for Specific Hand and Power Tool * Part 9 of the OHS General Health & Safety Regulations | |
| When to use this SWP: | Protecting workers from injuries associated with the use of power and hand tools. Power tools and hand tools to be used and maintained in compliance with manufacturer’s guidelines. | |
| Hazards & Risks: | * Hearing Loss * Fire/explosion * Flying particles * Embolism | |
| Personal Protective Equipment: | CSA approved equipment as per owner’s manual   * Steel toes * Safety glasses * Face Shield * Gloves * Hearing protection | |
| Training Requirements: | * Training by a competent experienced person | |
| Communication Process: | * Work with an experienced person before operating on your own. | |
| Equipment & Supplies: | * First Aid Kit * Fire Extinguisher * Cell/Smart Phone or two-way radio | |
| 1. Read the owner’s manual before use for the hand or power tool used. 2. Inspect hand and power tools before operating especially noting cord condition. 3. Keep battery operated tools charged. Use chargers specific for the tool. 4. Wear the recommended CSA/ANSI standard PPE as per the manufacturer’s specifications and as per Hazard Assessment requirements. 5. Avoid wearing loose clothing. Contain long hair and beards. 6. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools. 7. Grinder discs, buffers and stones to be used only for designed application and at rated speed. 8. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed. 9. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard. 10. On/off switches must be functional and positioned so operator has access. 11. Accessories can only be used that are designed for use with the tools specified. 12. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional. 13. Hand pruners and loppers must be sharp and the lock in place when not in use. 14. Use good hand and wrist ergonomics when using a dibble. 15. Check dibble handle for comfort, wear, or damage before use. 16. Screwdrivers, hammers, wrenches, etc. to have all defects removed or replace the tool. 17. Screwdrivers to have tips properly dressed, ready to use, in good condition, and in the condition to perform the function for which it was designed. Use the correct tip for the hardware used. 18. Cracked or splintered handles to be replaced. 19. All tools must be cleaned after use and repairs made before being properly stored. 20. Tools to be used for designed purpose only. 21. Tools kept in toolbelts or in pouches when climbing up and down ladders. 22. Qualified personnel, using O.E.M. parts or equivalent, must perform repairs to tools. 23. All tools are to be maintained in good working condition, as per manufacturer’s specifications. 24. Repair of tools shall be performed only by trained, authorized, certified (where applicable) personnel only. 25. All guards and / or safety devices must be kept in place and functioning properly. 26. Use Clamps & Securing devices to hold material while using tools. 27. Turn off tools & lock it out before conducting repairs to avoid pinch points or loss of limb. 28. Do not operate any device that has a lock out tag on it. DO NOT REMOVE THIS TAG!!! | | |
| EMERGENCY PROCEDURES: | | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk. |