

# Hand and Power Tool Safety Program

## Purpose:

To provide employees with the training and guidelines to work safely with hand and power tools.

## Requirements:

- Employees are to inspect all hand and power tools prior to use. Hand and power tools provided by the employer and personal tools must be maintained according to manufacturer's specifications.  
The Hand and Power Tool Safety Program requires that all tools found to be defective must be tagged and removed from service.
- Employees using hand and power tools must wear approved personal protective equipment. This may include but, is not limited to: safety glasses, goggles, face shield, hearing protection, gloves and hard hats.
- All manufacturers' guards on hand and power tools must be maintained in their original position.  
All exposed belts, chains, gears, drums, flywheels and other reciprocating parts must be guarded. Machine guards such as barrier guards must be in place at all times.

## General Rules:

- Use the right hand tool for the job. Wrenches are not hammers and knives are not screwdrivers.
- Impact tools shall be kept free of mushroomed heads.
- Handles shall be kept free of splinters and/or cracks.
- Do not use wrenches with sprung or deformed jaws.
- Do not carry power tools by the cord or hose.
- Keep cords/hoses away from heat and abrasive surfaces.
- Disconnect power tools when not in service.
- Keep observers at a safe distance from the work area where power tools are being used.
- To avoid accidental starting, keep your finger off the switch button when carrying the tool.
- Maintain good footing and proper balance when using hand and power tools.