
	Hand & Portable Power Tools				
Control number:	HSE-P-15	Revision date:	8/23/2024	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC# :	N/A

PURPOSE

The purpose of this program is to educate and inform employees on basic safety procedures and safeguards associated with hand and portable power tools.

1.0 GENERAL

- A. When using hand and power tools, Peak NDT Solutions shall provide PPE necessary to protect employees from the hazards of falls, flying debris, abrasive materials, chemical splashes, harmful dust, fumes, mists, vapors and gases
- B. Tools shall be kept in an orderly fashion in the tool cage or in the gang box, so that they may be easily found when needed. All tools must be cleaned after use.
- C. All tools and equipment shall be inspected regularly and maintained in a safe condition. Defective and unsafe tools or equipment must be reported promptly to the supervisor, and either replaced or repaired to a safe working condition. Any tool which is not in compliance with any applicable requirement of this part is prohibited and shall be identified as unsafe by tagging or locking the controls to render them inoperable.
- D. Hand Guards shall be in place and operable at all times while the tool is in use. The guard may not be manipulated in such way that will compromise its integrity or compromise the protection in which intended. Guarding shall meet the requirements set forth in ANSI B15.1. Never subject a hand or power tool to strain obviously beyond its capacity.
- E. Tools must not be left lying on moving machinery.
- F. Tools or loose material not bolted, tied or secured in an approved manner must be removed from elevations.
- G. When operating driving tools, use a tool holder for the chisel, bar, or other tools being struck. ***Note: Always wear proper eye protection.***
- H. When several people are using hammers, shovels, or similar equipment, they shall maintain a safe distance from each other.

	Hand & Portable Power Tools				
Control number:	HSE-P-15	Revision date:	8/23/2024	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC# :	N/A


- I. Faces of sledges, hammers, and mauls should be slightly tempered. Heads of cutters and other anvil tools should not be tempered.
- J. Cutting tools are safer and more efficient when kept sharp. Avoid using dull cutting tools.
- K. Nails or sharp edges around the tops of kegs, barrels, boxes, cans and other containers must be eliminated immediately.
- L. Boards should not be thrown or left around with nail points protruding. The nails must be removed or bent down.

2.0 ABRASIVE WHEEL GRINDERS

- A. Safety washers must be used on all abrasive wheels. Abrasive wheels must have a protective shield and a tool rest that is adjustable to maintain a clearance no greater than one-eighth inch. The operator must wear cup-type goggles and should wear a face shield and stand to one side of the plane of rotation whenever possible.
- B. Never plug in a wheel grinder to a power source without ascertaining that the grinders switch is in the "off" position.
- C. The spindle speed of the machine must not exceed the maximum operating speed marked on the wheel.
- D. Before a wheel is mounted, it shall be closely inspected to make sure it has not been damaged. This inspection should include the "Ring Test". Tap lightly with a nonmetallic instrument. If the wheel sounds dead or does not ring, it is cracked or defective and must not be used.
- E. Grinding wheels shall always be redressed immediately after they are used on brass and aluminum material. Worn or uneven grinding wheels need to be redressed before they are used.

3.0 TOOL HANDLES

- A. Remove the handle from a jack when it is not in use. Use the correct jack.
- B. Handles of all sledges, hammers, mauls, mattocks, and other striking tools must be properly wedged into the heads.

	Hand & Portable Power Tools				
Control number:	HSE-P-15	Revision date:	8/23/2024	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC# :	N/A

C. Files shall not be used without handles.

D. Non-conductive materials, such as wood or fiberglass, must be used for handles on shovels and posthole diggers to protect from electrical shock.

E. Cracked or split handles must be replaced as soon as possible. Never paint wooden handles, and never tape cracked or split handles.

4.0 POWER MOWERS & TRIMMERS

A. Do not refuel in a closed area.

B. Before beginning work, carefully inspect the area and remove all wire, rocks, glass, and other objects that could become a missile if struck by the blade. The mower discharge chute and rear mower housing must be equipped with a deflector shield.

C. Before starting the mower, inspect it for loose parts and defective or loose guards. Disconnect the spark plug wire before attempting an inspection or repair of the mower blade.

D. Do not add fuel to the engine gas tank while it is running or while it is hot.

E. Do not allow anyone to loiter in the immediate vicinity of operations.


F. The operator must wear safety goggles or safety glasses with side shields, as appropriate, when mowing, edging or trimming. Steel toe shoes are strongly recommended.

G. Fuel for power mowers must be carried and stored in approved containers (safety cans).

H. Never leave power equipment unattended while it is running.

5.0 POWER TOOLS

A. Before repairing, servicing or changing components on any power tool, the power source must be disconnected. If a gasoline engine drives the tool,

	Hand & Portable Power Tools				
Control number:	HSE-P-15	Revision date:	8/23/2024	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC# :	N/A

the ignition wire must be disconnected from the spark plug, or other precautions must be taken to prevent the accidental firing of the engine.


- B. When there is danger of explosion or fire, air-operated tools must be used. Electrical tools must not be used on tanks or lines until the tanks, lines and surrounding area are free of combustible gas. Combustible gas must not be used to operate air-operated tools. Persons using air-operated tools must be sure that the source of air supply cannot exceed the working pressure of the tool.
- C. The frames of portable electric tools and equipment, except Underwriters Laboratories (UL) approved double insulated tools, must be grounded either through a third wire in the cable containing the circuit conductors or through a separate wire grounded at the source of the current. Outlets supplying power to portable electric tools that are either outside or in wet locations must have approved ground-fault circuit protection, or other means of grounding the circuit.
- D. Hand-held power tools must be equipped with a switch that is manually held in the "on" position.
- E. Electric power tools and equipment showing worn, deteriorated, or inadequate insulation must be removed from service until repaired.

6.0 SCREWDRIVERS

- A. Avoid the careless, improper use of screwdrivers. Never attempt to use a screwdriver as a pry tool, drift, or chisel.
- B. Screwdrivers should be held in such a way that if they slip, they will not stab you or anyone else.

7.0 HAND WRENCHES

- A. The wrench must fit the nut.
- B. Wrenches should not be used directly over the head. Instead, work at an angle.

	Hand & Portable Power Tools				
Control number:	HSE-P-15	Revision date:	8/23/2024	Rev #:	0
Approved by:	Derrick Landry	Revised by:	Madison Myers	MOC# :	N/A

- C. Never use a wrench to secure leverage by placing its jaws into the jaw or on the handle of another wrench.
- D. Adjustable pipe wrenches and crescent-type wrenches should be adjusted to take a full but snug grip on a pipe or nut. The pull should be made toward the jaw of the wrench so that the grip is tightened and undue strain on the tool is avoided. Avoid the use of a crescent type wrench when a box-end wrench or open-end wrench can be used.
- E. Never step on wrenches or tongs when additional force is needed.
- F. When connections are known to be quick breaking, causing a sudden release, a hammer wrench shall be used instead of a wrench that requires body force.
- G. Extensions, or "cheaters", shall not be used on wrench handles until efforts to break or make up the connection with the largest wrench available have failed. If a cheater is used, place it on the largest wrench available. The cheater must extend the full length of the handle so that it will not damage the wrench or slip off the handle. Never use a cheater on a crescent-type or aluminum wrench. Fiberglass and aluminum cheaters shall not be used.

8.0 MISCELLANEOUS

- A. Mops or other potentially flammable items must not be placed near engine exhausts or other hot surfaces for drying.
- B. An air hose must **not** be used to blow particles off clothing, hair or skin. If air pressure is being used to clean an area, the user must wear protective goggles and the air hose must be equipped with a pressure regulator to reduce the air pressure to less than 30 psi.

REVISION INFORMATION

This is applicable to changes made to the current version of the preceding document.

Revision Number	Description