

Beautiful Eastern Association of Snowmobile Trails



Safe Operating Procedures

SOP – 19: POWER HANDTOOLS

Workers and volunteers should be aware of the key health and safety points and controls to remember when working with power hand tools.

Power hand tools include:

- Electric Drill
- Portable Drill
- Bench/Angle/Dual Reel Grinder Circular/Arm/Jig Saw
- Metal Files Pry Bars
- Belt Sander
- Drill Press
- Planer
- Air Tools
- Cutting tools
- Other hand tools

The following hazards may occur if hand tools are used improperly:

- Injury to arms, legs, death
- Damage to property, equipment

Safe Operating Procedure

- The proper personal protective equipment to be worn is set out by the manufacturer and Occupational Health & Safety Legislation.
 - Safety Glasses and/or face shield
 - Safety Boots (CSA)
 - Ear Protection (as appropriate)
 - Dust Mask or respirator (as appropriate)
 - Appropriate Attire (No loose clothing, jewelry or hair)
- Operators must not use or wear personal music players of any kind (walkman, radios, mp3 players, etc) while using hand/power tools
- Ensure the tools are CSA approved, in good condition and are appropriate for the job
- All hand/power tools will be inspected prior to use. Check for cracking or wear along the body that may cause it to break

- No hand/power tools may be used for any purpose other than for that which they were intended
- If a power tool is missing a safety guard or device, don't use it! Tell your supervisor about it
- Look for wear at the points on the tools that come in contact with the materials being worked on
- Ensure that accessories are sharp and properly installed
Inspect electrical tools and devices for damage before each use. Never use damaged electrical tools or devices. Remove damaged electrical equipment from service and apply tag-out procedures until they have been repaired or disposed of
- Ensure that tools are properly grounded or double insulated. The grounded tool must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged into a properly grounded 3-pole outlet
- Ensure that electrical tools and devices are switched OFF before they are connected to a power supply. Always use the power switch on the tool or device. Never by-pass the switch and operate the tool or device by connecting and disconnecting the power cord
- Ensure that a Ground Fault Circuit Interrupter is connected before using electrical equipment outdoors or in wet or damp conditions
- Never rush the work and don't let yourself be distracted while operating them
- Avoid motions that bring the tools or objects being worked on towards the body
- Do not use excess force, awkward posture or sustained force when using hand tools
- Watch for kick-back from circular saws, table saws, power drills, and metal cutting power tools
- Hand tools should never be carried in pockets or under trouser belts. Use a tool box or tool belt
- Wait for power tools to come to a stop before leaving them unattended
- Carefully store tools after use. Always return tools to storage areas, stray tools become trip & fall hazards
- Do not clean electrical equipment with flammable or toxic solvents

Power Cords

- Inspect power cords for damage such as fraying or cracking before each use
- Ensure power cords are clear of tools during use
- Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit
- Always carry tools by the handle. Never carry electric tools by the power cord
- Always coil power cords in a loop. Never tie the power cord in a knot. Knots can cause short circuits and shocks
- If power cords will cross over aisles or work areas, either suspend cords over aisles, or securely tape them to the floor and post warning signs to eliminate tripping hazards
- Always remove the plug from the outlet. Never yank the cord from the outlet
- Disconnect all cords when job is complete

Extension Cords

- Inspect extension cords for damage before each use. Remove all damaged extension cords from service and apply tag-out procedures until they are repaired or disposed of
- Do not remove the grounding post from a 3-prong plug to make it fit into a 2-plug wall socket. Under no circumstances shall an extension cord with a missing ground prong be used
- Eliminate "octopus" connections. Do not overload an extension cord's sockets
- Ensure that extension cords are kept away from sharp edges, heat, water and oil which may damage the insulation and cause shock
- If extension cords will cross over aisles or work areas, either suspend cords over aisles, or securely tape them to the floor and post warning signs to eliminate tripping hazards
- Ensure that vehicles do not pass over unprotected extension cords. If necessary, cords can be put in a conduit or protected by placing planks along side them □ Disconnect all cords when job is complete

For more information, please refer to the operator's manual of the specific hand/power tool. Also Regulation 851: Regulation for Industrial Establishments (Section 24, 25, 26, 27, 75, 76, 79, 81, 82, 83, 84, 139) Portable Electric Equipment Sections 40 - 44: Machine Guarding.

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