

Kennecott Utah Copper Corporation Safety and Health Standards

Standard No.: 16.16
Tools – Hand and Power

16.16.1 PURPOSE

16.16.1.1 The purpose of this standard is to prevent equipment damage or personal injury when using hand and power tools.

16.16.2 REQUIREMENTS

16.16.2.1 All tools are to be inspected by the employee prior to use to ensure that they are in good repair and are free of defects and / or damage. Any tool that is damaged or defective must be removed from service. It is the responsibility of the individual employee to be certain that tools to be used are in good repair and adequate for the job being accomplished.

16.16.2.2 Supervisors shall inspect the tools of craftsmen once per year to ensure that they are in proper working condition. Inspections shall be performed and records kept under the direction of the plant maintenance superintendent or his / her designee.

16.16.2.3 Tools shall be used solely for their intended purpose. Tools are not to be used beyond their design capacity (i.e. use of a "cheater bar" to get more force from a wrench).

16.16.2.4 Proper personnel protective equipment must be worn when using tools.

16.16.2.5 All tools must be cleaned and properly stored after use. Each tool should have an appropriate storage area to prevent loss or damage to the tool.

16.16.2.6 All fuel powered tools must be shut off while being refueled. Smoking or other possible sources of ignition must be halted during refueling operations. Whenever a fuel powered tool / equipment is used in a confined space a documented ventilation plan must be in place.

16.16.2.7 Hammers - Ensure that handles are not cracked or broken and that the face and head is smooth and clean. Use the correct hammer for the job, as described below:

- Common hammers are designated for driving un-hardened nails and nail sets.
- Ballpeen hammers are designed for striking chisels and punches, for riveting, shaping, and straightening un-hardened metal.
- Sledgehammers are designed for general striking of wood, metal, concrete or stone.
- Bricklayer's hammers are designed for setting and cutting brick, masonry tile, concrete block, and for chipping mortar. They should not be used to strike metal or drive stuck tools.
- Riveting and setting hammers are designed for driving and spreading rivets and for general sheet metal use.

References:

KUCC Safety and Health Standard 16.18 Grinding Wheels

KUCC Safety and Health Standard 16.9 Portable Electrical Equipment

Signatures

Original signed by:

Frank Klobchar
Standards Committee
Chairman

2/4/05
Date

Original signed by:

Chris Crowl
Vice President Human
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2/7/05
Date

Original signed by:

Bill Champion
President, KUCC

2/8/05
Date

- 16.16.2.8 Screwdrivers - Inspect the head and handle to ensure they are in good condition. Always use the correct size screwdriver for the job.
- 16.16.2.9 Punches - Any punch with a bent, chipped, deformed or mushroomed point or face should not be used
- 16.16.2.10 Chisels - Make sure that the chisel is correct for the job. Any chisel with a bent, chipped, deformed or mushroomed point or face must be dressed before being used.
- 16.16.2.11 Files - A file should never be used without a smooth, crack-free handle. Make sure that the correct file is used for the job required.
- 16.16.2.12 Shovel - Inspect handles to ensure that they are not cracked or broken. Only wooden or fiberglass handles are permitted on shovels, hoes, or similar tools.
- 16.16.2.13 Wrenches - All wrenches must be inspected prior to use to ensure that the handles and sockets are in good condition. The proper wrench must be used for the job, as described below:
- Open-end wrenches are suitable for normal use.
 - Box and socket wrenches are good for general and heavy-duty use.
 - Slugging wrenches are available for extra heavy-duty use.
 - Adjustable wrenches are recommended for light duty jobs.
 - Pipe wrenches are for pipe work and are not to be used on nuts and bolts.
- 16.16.2.14 Power drills, disc sanders, grinders, circular saws and chain saws that are hand held must be operated with controls that required constant pressure. Circular saws and chain saws shall not be equipped with devices which lock-on the operating controls. (See Safety and Health Standard 16.9)
- 16.16.2.15 Power saws, grinders and other power tools that were originally equipped with guards shall have them in place at all times. Tools with automatically adjusting guards must be inspected for proper guard movement.
- Refer to KUCC Standard 16.18 when using grinding wheels.
 - The use of electric cords or pneumatic hoses for hoisting or lowering of tools is not permitted.
 - Pneumatic power tools shall be secured to the hose by some positive means to prevent the tool from becoming accidentally disconnected.
 - The fluid used in hydraulic powered tools shall be fire resistant and shall retain its operating characteristics at the most extreme temperatures to which it will be exposed.
- 16.16.2.16 Powder-actuated tools – Only employees trained in the safe handling and operation of the particular tool in use shall be allowed to use a powder actuated tool.
- Powder-actuated tools shall not be used in an explosive or flammable atmosphere.
 - Loaded powder-actuated tools shall not be left unattended.