

# SAFETY AND HEALTH STANDARDS

## TOOLS – HAND and POWER

Effective Date: 08/30/11	Standard: 16.16	Document Number: <b>KUCSH0056</b>	Rev: 04
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### 16.16.1 **INTRODUCTION**

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. Make sure the handle of the hammer fits tightly on the head. Do not strike a hard steel surface with a steel hammer. Do not use the hammer handle for striking, and never use it as a pry bar. 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.

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Plant:

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16.16.2.15 Power saws, grinders and other power tools shall have guards in place at all times. Tools with automatically adjusting guards must be inspected for proper guard movement.

- Refer to KUC 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.

### REFERENCES:

KUC Safety and Health Standard 16.18 Grinding Wheels  
 KUC Safety and Health Standard 16.9 Portable Electrical Equipment

### REVISION HISTORY:

MOC#	Description of Change	Prepared By	Date
383	Scheduled Review and update. Also, updated format and Document number added.	KUC Safety and Health Standards Committee	08/2011