

SAFETY

Subject: Hand Portable Tool Safety Policy		Doc ID: #47176	Page 1 of 5
Effective:1/16/20	Document Owner: Safety Manager	Approved By:	

Once printed this is not a controlled document. All controlled documents exist in electronic form on the Mill web site.

I. POLICY & SCOPE

It is the policy of the Quinnesec Mill that, as a condition of employment, all individuals utilizing hand tools or portable power tools for work related activities on the Quinnesec mill site, shall comply with the Hand and Portable Power Tool Safety Policy. This policy will be applied throughout the mill by all vendors, contractors, and members.

II. INTENT/PURPOSE

It is the purpose of this policy to prevent personal injuries to employees and others when using hand tools or portable power tools on the mill site. This policy provides instructions and guidelines to follow while using tools of this nature.

III. DEFINITIONS

Hand Tool – Any device controlled or manipulated by a worker to pound, turn, shape, scoop, cut – slice – shear, bore, apply torque or pressure, pry, gather, or spread an object or material.

Portable Power Tool – A handheld tool powered by an electric motor, a compressed air motor, or a gasoline engine. They are used in industry for cutting, shaping, drilling, applying torque, sanding, painting, grinding, and polishing.

Modified tool- A tool that has been modified for a specific job, not used for their original purpose.

IV. PROCEDURES AND PRACTICES

A. Safe Work Practices - All manufacturers recommended safe practices must be employed while using tools. This means all employees must read, know and understand all safeguards prior to using equipment. If a member does not understand the safe operation of a piece of equipment, he/she should notify their Supervisor to obtain clarification.

1. Always select the 'Best' tool for the job (Not the most convenient)
2. Tools must always be used properly as designed (Do not pry with a screwdriver, hammer with a wrench, etc.)

SAFETY

Subject: Hand Portable Tool Safety Policy		Doc ID: #47176	Page 2 of 5
Effective:1/16/20	Document Owner: Safety Manager	Approved By:	

Once printed this is not a controlled document. All controlled documents exist in electronic form on the Mill web site.

3. Only use 'Mill-Issued' tools for work related tasks
4. Tools with sharp edges:
 - a. Cutting tools must have an appropriate sheath or case for storage, retract into the tool or fold closed. NOTE: If a blade folds back into the tool, it must have a mechanism that locks it open when in use.
 - b. When using saw blades, knives, or other tools, direct the tools away from aisle areas and away from other employees working in close proximity. Never cut towards yourself.
5. All tools used for a specific purpose should be of the appropriate size. Forcing a small hand tool to do the job of a large one may result in tool damage or injury. If “cheater bars” are being used anywhere in the mill, we need to determine how to replace them with a proper tool. NOTE: A cheater bar is any pipe over a wrench or other tool handle. Can a specialized or appropriately modified tool be used so a cheater bar is no longer needed?
6. Store tools in safe places. Many accidents occur when tools fall from overhead. Injuries also occur when sharp tools are left in toolboxes with the cutting edges exposed or when carried in pockets. Store all sharp-edge hand tools with the sharp edges in the appropriate storage container (or retracted) as spelled out above.
7. Never grind aluminum with any device unless you have positively identified that the correct abrasive is being used. When aluminum is ground on most standard grinding wheels, it melts which fills the pores of the stone. This often leads to the operator pushing harder which increases the heat. Ultimately, if enough heat builds up, the wheel may explode.
8. Address slip or trip hazards on workplace floor before applying force to hand or portable power tools.
9. Identify ‘line of fire’ hazards before applying force to a hand or portable power tool. *“If this tool slips or breaks, where is the force of my arms/body directed?”*
10. Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
11. GFCI’s must be used anytime extension cords are used or when using portable electric tools or charging systems (ie: drill motors, skil saws, die grinders, elec. carts, etc...) with or without an extension cord.

SAFETY

Subject: Hand Portable Tool Safety Policy	Doc ID: #47176	Page 3 of 5
Effective: 1/16/20	Document Owner: Safety Manager	Approved By:

Once printed this is not a controlled document. All controlled documents exist in electronic form on the Mill web site.

- GFCI's **must** be tested prior to **each** use.
 - **Portable** GFCI's **must** be plugged in at the source (at the outlet).
- B. Personal Protective Equipment - All required personal protective equipment must be worn at all times when using hand and portable power tools. (See Personal Protective Equipment (PPE) Policy for specific requirements)
- C. Inspections - All tools should be inspected prior to each use by the operator. Tools found to be damaged or defective must be repaired or removed from service before they are used. Inspections should include, but are not limited to, the following items.
1. Hand Tools and Equipment
 - a. All hand tools such as chisels, punches, etc. which develop "mushroomed" heads must be taken out of service and reconditioned.
 - b. Handles on hammers, axes and similar equipment that are cracked or fractured shall be replaced prior to use. Care must be taken to assure the head is properly and securely attached.
 - c. Wrenches whose handles are bent or whose gripping surfaces are worn shall be replaced.
 - d. Screwdrivers that are bent or whose ends are chipped shall be replaced.
 - e. Tool cutting edges must be sharp so the tool will move smoothly and not bind.
 - f. All handles shall be free of burs and splinters and must be firmly attached to the working head of the tool.
 2. Portable Power Operated Tools and Equipment
 - a. All grinders, saws and similar equipment must be fitted with appropriate machine guarding as specified by the manufacturer.
 - b. The adjustable guard on the grinder must be properly set to prevent physical contact by the operator.
 - c. All corded electrically operated tools and equipment must be effectively grounded by either a grounding prong or an approved double-insulated case. Inspect all prongs to ensure they are not bent or otherwise damaged and all cases to ensure they are not cracked or damaged.
 - d. All electric cords must be in good condition; free of frays or other physical defects.

SAFETY

Subject: Hand Portable Tool Safety Policy		Doc ID: #47176	Page 4 of 5
Effective:1/16/20	Document Owner: Safety Manager	Approved By:	

Once printed this is not a controlled document. All controlled documents exist in electronic form on the Mill web site.

- e. Never pull or yank the cord to disconnect it from the receptacle.
- f. Keep cords and hoses away from heat, oil, and sharp edges.
- g. Pneumatic hoses must be free of damage or deterioration.

3. Abrasive Wheel Equipment

- a. The work rest shall be within $\frac{1}{8}$ inch of the wheel.
- b. The adjustable tongue on the top side of grinder must be within $\frac{1}{4}$ inch of the wheel.
- c. The grinder is mounted in such a way that it is secure and will not shift or tip.
- d. On-off control switches are clearly marked in red and readily accessible to the operator for easy deactivation of equipment in case of emergency.
- e. The maximum RPM rating of the grinder is clearly posted and the maximum rating of the wheel does not exceed the grinder rating.
- f. Grinding wheels are not cracked or otherwise damaged.
- g. Grinders that use a coolant must be equipped with splash guards to prevent coolant from coming into contact with the operator.

V. RESPONSIBILITIES**A. Health & Safety**

- 1. Responsible for initial new employee instruction.
- 2. Maintain status of employee training.
- 3. Responsible for communicating hand and portable power tool safety requirements to contractors

B. Members

- 1. All members have the responsibility to fulfill the intent and purpose of the Hand and Portable Power Tool Policy.

SAFETY

Subject: Hand Portable Tool Safety Policy		Doc ID: #47176	Page 5 of 5
Effective:1/16/20	Document Owner: Safety Manager	Approved By:	

Once printed this is not a controlled document. All controlled documents exist in electronic form on the Mill web site.

2. Each member who uses hand and portable power tools will be instructed on the requirements of the Hand and Portable Power Tool Policy every three years. This is the responsibility of each team.
3. All Quinnesec Mill members are responsible for supporting and enforcing contractor's compliance with this policy.