



## Safe Work Practice (SWP)

<b>Name of Task:</b> Hand Tools	
<b>Department/Unit:</b> Carpentry, Plumbing, Electrical, Industrial Electrical, RAC, Welding, Maintenance	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> Eye protection, safety boots, protective hair covering to contain long hair or tie back long hair, No loose fitting clothing, hearing protection	
<b>Hazards:</b> Cuts, lacerations and amputations, musculoskeletal injury, dust/debris irritation, noise, fingers pinched	
<b>Required Training</b>	Successful completion of safety unit and test. Training in-house by individuals, experienced and knowledgeable with the tool. Part of annual equipment list review.
<b>Steps to be taken to complete task safely:</b>	
1	Wear specified Personal Protective Equipment.
2	Follow pre-operational safety checks.
3	Ensure no slip/trip hazards are present in workspace and walkways.
4	Faulty equipment must not be used. Immediately report suspect equipment.
5	Use with proper posture and body position appropriate to task.
6	Take breaks from static positions often.
7	Select the right tool for the job. Substitutes increase the chance of having an accident.
8	Ensure that the workspace is free of clutter and allows room for task.
9	Ensure tool is in proper working order. For example: cutting tools are sharp. Hammer heads and file handles are secure.
10	Use tools only for their designed purpose. Never use cheater bars, handles, or pipes to gain additional leverage. Do not apply excessive force or pressure on tools.
11	During operation, ensure that both hands are positioned safely, and feet are positioned for proper balance. Tool operation should be directed away from hands and body.
12	Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
13	Point sharp tools (e.g., saws, chisels. Knives) laying on benches away from aisles and handles should not extend over the edge of the bench top.
14	Clean, then put tools away in appropriate spot immediately after use.
12	Clean up work area.
13	<b>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</b>
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<b>Responsibilities, Completion and Review</b>	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	

<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed/Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.