

VIII. TOOLS AND EQUIPMENT

A. Hand Tools

Experience shows that many accidents are caused by the employees' improper use of tools and by the use of defective tools and equipment. Employees shall use only tools and equipment that are in good condition. Tools shall be used only for the purpose for which they were designed.

It shall be the responsibility of each employee to make frequent inspections of tools and other equipment used to make sure such tools and equipment are in good physical condition.

A supervisor shall prohibit the use of any tool, device or equipment which, in his/her judgment, is unsafe.

Some of the common defects in tools and equipment that shall be eliminated to prevent accidents are the following:

1. Handles which are cracked, split, broken or loose, in hammers, shovels, sledges, axes, etc.
2. Mushroom heads on chisels, impact drill, etc.
3. Wrenches that fit poorly, open-end wrenches, and adjustable wrenches with spread jaws, or pipe wrenches that do not hold.
4. Ladders having broken or loose rungs or cracked side pieces.
5. Ladders with no rubber shoes.
6. Rubber protective devices having cracked, cut or otherwise defective, rubber.

Sharp-edged tools shall be protected or stored in such a manner as to prevent injury to employees at all times when not in use.

When using hand tools, an employee shall place himself/herself in such a position that injury will be avoided if the tool slips.

A machinist's (ball peen) hammer shall not be used to drive nails; a carpenter's (claw) hammer will be used.

Pipe wrench jaws must be clean before being used.

Shims must never be used to make a wrench fit.

Worn or dull jaws on pipe wrenches should be replaced before being used.

All files, rasps, and other hand tools that have a sharp tang shall be equipped with approved handles.

Tools not in use shall be placed where they will not create a tripping or stumbling hazards, even during construction or overhaul periods.

Shovels, picks, or digging bars shall be stored in a manner not to create stumbling hazards. They shall be cleaned of accumulated clay, mud, etc., before storing.

Cutting and digging tools are the safest to use when they are kept sharp and in good condition. They shall be stored so they will not be a hazard to a person accidentally coming in contact with them.

B. Handling of Pointed Tools

Pointed tools shall never be carried edged or point up in a worker's pocket. They should be carried in a toolbox, carrying belt, pouch, or in the hand, points and cutting edges away from the body.

Tools should be handed from one worker to another, never thrown. Edged or pointed tools should be passed with the handle toward the receiver.

C. Care of Tools

Tools and equipment shall be kept in proper operating condition and used only for the purpose for which they were designed. If proper and safe tools are unavailable, this should be reported to the supervisor.

All tools should be inspected at regular intervals, and any tool that develops defects while in use shall be taken from service, tagged and not used again until restored to proper working condition.

Hammers and similar tools shall be kept in good condition and shall not be used if the handles are loose, cracked, or splintered.

Wrenches must be kept in good condition. Defective wrenches such as open-end, box-end, socket, and adjustable wrenches with spread jaws, or pipe wrenches with dull teeth, might slip.