

	<h1>HAND & POWER TOOLS</h1>	Doc No:	5101 - 5015
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1.0 PURPOSE

- 1.1 To define the proper use, inspection, and maintenance of hand and power tools including motorized equipment used by employees working for Okaloosa County.
- 1.2 Numerous injuries occur every year from county employees improperly using or maintaining hand tools.

2.0 DEFINITIONS

- **Hand Tool:** A tool that is nonpowered or operates only through physical exertion by hand and includes anything from axes to wrenches and hammers.
- **Point of Operation:** Area around a tool where work is actually performed on the material being processed, and the operation exposes an employee to injury.
- **Portable Power Tool:** A mounted or portable tool that requires a power source to operate.

3.0 HAND TOOLS

- 3.1 Employees using hand and power tools are exposed to the hazard of falling, flying, abrasive, and splashing objects, and are subjected to harmful dusts, fumes, mists, vapors or gases. These employees will be provided PPE necessary to protect them from the hazards. Employees in the surrounding work area must also wear PPE.
- 3.2 Inspect tools regularly for damage or defects and replace defective tools or take them out of service until a replacement is available.
- 3.3 Impact tools such as drift pins, wedges, and chisels, will be replaced if the head is mushroomed.
- 3.4 The wooden handles of tools will be replaced if they are splintered, cracked, or lose.
- 3.5 Do not carry sharp hand tools in pockets.
- 3.6 Do not leave tools on top of ledges or ladders or lying around where they may be a falling/impact hazard.
- 3.7 All power tool guards will be in place while in operation, shall not be modified and shall be replaced if damaged or missing.

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- 3.8 Use non-spark producing tools (i.e. brass) when working in areas or on equipment that may cause an explosion or fire. In such cases a fire watch is also required.
- 3.9 Compressed air and other gasses under pressure must be used only for the purpose intended.
- 3.10 Only properly trained and competent personnel shall operate hand tools.

4.0 POWER TOOL

- 4.1 Only properly trained and competent personnel shall operate power tools.
- 4.2 Grounded Power Tools
 - 4.2..1 Grounded Power Tools have a dedicated ground wire and can be easily identified with having a 3-pin power cord.
- 4.3 Double-Insulated Power Tools
 - 4.3..1 Only use double-insulated portable power tools. Double insulated power tools
- 4.4 Employees using power tools shall be responsible for their safe condition and operation. Tools will be inspected prior to and after use for damage or defects.
- 4.5 Protect power cords from oil or grease, cuts in the insulation or wires, and missing or damaged plug connector pins. Do not pick up or lay down power tools using the power cord.
- 4.6 Ground Fault Circuit Interrupters (GFCI)
 - 4.6..1 In-line GFCI's will be used on all power tools utilizing an extension cord connected to a two socket, 120-volt AC circuit.
 - 4.6..2 GFCI's are not required for powered tools that have a cord long enough to plug directly into the wall socket for operation.
 - 4.6..3 GFCI's used during confined space entries shall be placed outside the confined space during the entry.
 - 4.6..4 GFCI's will be tested prior to use and any that fail will not be used and immediately taken out of service.

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4.7 Chain Saws

- 4.7..1 The following PPE is mandatory when operating a chain saw: Cut-resistant chaps, safety glasses, hard hat, hearing protection, and safety shoes/toe caps. Failure to wear these items will result in disciplinary action up to and including termination. Leather gloves are suggested to be worn to relieve vibration.
- 4.7..2 The practice of starting a chain saw in the air is strictly prohibited! Chain saws will be started by being placed firmly on the ground.
- 4.7..3 Chain saws will not be running while being transported or carried to a work site.
- 4.7..4 Chain saws with damaged or inoperative emergency chain stop devices will be taken out of service for repair and not used until proper repairs are made.
- 4.7..5 When carrying a chain saw any distance, the saw will be carried by the handle, with motor stopped, emergency stop engaged, and guide bar to the rear.
- 4.7..6 When feasible, employees operating chain saws should employ the "buddy system" and not work alone.
- 4.7..7 Chain saws will be refueled with motor off and cool to the touch.
- 4.7..8 Only properly trained and competent personnel shall operate chain saws.

5.0 LAWN MOWERS

- 5.1 This procedure pertains to walk-behind, riding-rotary, and reel power lawn mowers used throughout Okaloosa County.
- 5.2 All power lawn mowers used by Okaloosa County will conform to the following requirements:
 - 5.2..1 All power-driven chains, belts, and gears shall be so positioned or otherwise guarded to prevent the operator's accidental contact during normal starting, mounting, and operation of the machine.

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- 5.2..2 A shutoff switch shall be provided to stop operation of the motor or engine. This device shall require manual and intentional reactivation to restart the motor or engine.
- 5.2..3 All positions of the operating controls shall be clearly identified. Used, worn or illegible placards will be replaced.
- 5.2..4 The mower housing and/or blade guards shall be installed and in good working condition before mower can be used.
- 5.2..5 Operators of walk behind lawn mowers will wear as a minimum, steel-toed shoes, hearing protection, and eye protection during operation. If steel-toed shoes are not available, protective toe caps will be worn. Leather gloves are suggested to reduce vibration on the hands.
- 5.2..6 All guards, protective devices, and Deadman controls which come installed at purchase, will be maintained and retained on the lawn mower during use at Okaloosa County. These safety devices will not be removed, altered, or modified for any reason.
- 5.2..7 Lawn mowers will be refueled with motor off and the engine cool to the touch.
- 5.2..8 Only properly trained and competent personnel shall operate lawn mowers.

5.3 Maintenance

- 5.3..1 Before any maintenance shall be performed the ignition will be placed in the "off" position, spark plug wires removed from the spark plug, controls neutralized, hydraulic power to blades relieved, and the blade(s) will be physically blocked as to prevent movement or accidental startup.
- 5.3..2 The use of cut-resistant gloves and eye protection is mandatory when handling, sharpening or adjusting reels, knives or blades.
- 5.3..3 To prevent inadvertent rotation of reels when setting clearances for reel blades to bed knives, the practice of placing a mechanical stop such as a wooden dowel or stick between the blades, will be used. Failure to use mechanical stops can produce cut, avulsed, or amputated fingers.

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6.0 PNEUMATIC TOOLS

- 6.1 Only employees trained and competent in their use may operate compressed air tools.
- 6.2 Hose and hose connections shall be rated for the air pressures being used and an in-line regulator must be in place to control the amount of pressure going to the tool being used.
- 6.3 Compressed air shall only be used for cleaning when the pressure is regulated not to exceed 30 psi and a nozzle specifically designed for cleaning must be used which incorporates a chip guard in addition PPE being worn.

7.0 HYDRAULIC TOOLS

- 7.1 Fluid for hydraulic tools must be approved fire resistant fluid, capable of operating at the temperatures to which it will be exposed, and be of the insulating type.
- 7.2 The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

8.0 GRINDERS & WIRE WHEELS

- 8.1 The use of protective eyewear or a face shield is mandatory when using grinders or wire wheels.
- 8.2 Grinder wheels will be inspected to be free from cracks before use. Test wheels by gently tapping the wheel with a non-metallic object. If the wheel does not give off a clear metallic ring, the wheel is cracked, unserviceable and is not to be used.
- 8.3 Grinder abrasive wheels are not to be used above their stamped maximum spin speed.

9.0 TRAINING

- 9.1 Only Okaloosa County employees who are trained and authorized will perform work using hand and power tools.
- 9.2 Refresher Training
 - 9.2..1 Hand and power tool refresher training is required when:

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9.2..1.1 An authorized employee’s job changes or if they are reassigned.

9.2..1.2 A new hand or power tool is introduced to the work area for employee use.

9.2..1.3 New handling procedures are implemented.

9.2..1.4 An employee demonstrates inadequate knowledge of hand and power tool procedures or policy.

10.0 RECORD KEEPING

10.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

11.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
AC	Alternating Current
PPE	Personal Protective Equipment
GFCI	Ground Fault Circuit Interrupters

12.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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