

College of Forestry 620: Hand Tools

Safety Policy & Procedure Manual
Section 600: Workshops and Shop Tools
Effective: 01 January 2007
Revised: August 2014

PURPOSE

The purpose of this section is to provide information on proper procedures for the use of hand tools and to help protect employees and students from the health hazards presented by hand tools in the shop environment.

Background Information

Workers performing in shop conditions using hand tools are regulated under Oregon Administrative Rules Oregon Occupational Safety and Health Division, Division 2. Most all activities in workshops using hand tools will be covered under sub-section P, Hand and Portable Power Tools and Other Hand-held Equipment.

Safety rules for each piece of equipment being used must be reviewed with the employee by the immediate supervisor or someone designated by the immediate supervisor to provide such training.

Every area that uses hand or power tools shall have a safety plan that includes a section on power and hand tools safety and an acknowledgement that each person using such tools has been adequately trained prior to use.

General

1. Defective tools shall be removed from service
2. When not in use, tools shall be placed where they will not create a hazard.
3. Flexible cords with damaged insulation or defective parts shall not be used
4. Handles of all tools shall be smooth, without sharp edges or splinters, and shall be firmly attached to the tool. Wooden handles of tools shall be of firm straight grained stock.
5. The heads of all shock tools (hammers, sledges, cold chisels) shall be dressed or ground as they begin to mushroom or crack. When such tools show a tendency to chip they shall be immediately removed from service.
6. The cutting edges of tools shall be maintained in a uniformly sharp condition to eliminate the additional hazard resulting from dull edges.
7. Heavy leather holsters, guards, or equivalent protection shall be used for sharp-edged or sharp-pointed tools carried on the worker's person.
8. Workers who use sharp-edged cutting tools shall use appropriate protective equipment such as gloves, aprons, and leg guards.
9. Hand tools used in explosive or flammable atmospheres shall be of the spark arresting type.