

MARION COUNTY SAFETY MANUAL
ANNEX M – HAND TOOLS AND POWER TOOLS

Overview

Hand tools, power tools, lawn mowers and chainsaws pose a significant danger to employees, but these dangers are often overlooked or ignored. Employees who use hand tools and power tools should do so with extreme caution. Disabling injuries such as eye injuries, loss of limbs and hearing injuries can be associated with these particular tools. It is important to remember OSHA Standard 29 CFR 1910.242 which is only two (2) paragraphs long, but it places the responsibility for the safe condition of tools solely on the employer. OSHA 29 CFR 1910.242 states:

- A. *General Requirements: Each employer shall be responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by the employees.*
- B. *Compressed Air Used for Cleaning: Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi and then only when effective chip guarding and personal protective equipment are provided.*

Safe Operation of Tools

Below are a few safety rules that are established for the specific tool indicated:

1. Hand Tools

- Select the right tool for the job.
- Sharpen the cutting edge and carry the tool with the sharp edge down.
- Sand all wooden handles to prevent splintering.
- Check the tightness of each tool's handle.
- Check the head of each tool prior to use.
- Safety glasses/goggles must be worn when using these tools.
- Avoid using any wiring or other devices which conduct electricity while using energized tools.
- Use only properly insulated tools when working around energized circuits or equipment.
- Return all tools to their proper place following use.

2. Power Tools

- Read the operator's manual prior to use and always keep it handy.
- Ground all electrical tools prior to use.
- Keep all guards in place and in working order.
- Keep all work areas clean.
- Do not use electrical tools in damp or wet conditions.
- When not in use, power tools should be stored in dry, secure locations.

- Do not force a tool, allow it do to its job.
- Use the right tool, do not force an inappropriate tool to do a job it's not made for.
- Loose clothing or jewelry that might get caught should be removed prior to operating the equipment.
- Safety glasses must be worn at all times.
- Never carry a tool by its cord or yank it to disconnect it from the receptacle.
- Disconnect tools when not in use.
- Keys and adjustable wrenches are to be removed from tools prior to them being connected to a power source.
- Do not carry a plugged in tool with your finger on the switch.
- Always inspect the cord and the connection point prior to use.

3. Wood Working Machinery

- Machine guards are to be permanently attached.
- Use a block to protect fingers when running short or narrow stock.
- If a saw binds in a cut, shut the saw off before attempting to dislodge the lumber.
- Stand out of the line of possible kickback.
- Stand out of the line of fire from pieces being thrown from a circular saw.
- Never reach over the machine to get finished materials from the opposite side.

4. Lawnmowers

- Do not leave unattended while running.
- Inspect all areas for debris prior to mowing.
- Operators must keep hands and feet away from the undercarriage of the mower.
- Mowers should have protective guards so objects may not be thrown towards the operator or bystanders.
- Debris should not be thrown towards streets, traffic or parked vehicles.
- Never add gasoline to a running mower. The mower will be shut off and given time to cool during fuel operations.
- Safety glasses and hearing protection must be worn while operating mowers, trimmers and blowers.
- Safety vests will be worn when operators are working near streets and roads.

5. Chainsaws

- Each gasoline chainsaw device will be operated within the standard of OSHA 29 CFR 1910.266.
- The chainsaw will be operated and adjusted in accordance with the manufacturer's instructions.
- All chainsaws shall be fueled at least 10 feet away from any open flame or source of ignition.

- All chainsaws will be started at least 10 feet away from the fueling area.
- All chainsaws shall be started on the ground or where otherwise firmly supported. Drop starting is prohibited.
- All chainsaws will be started with the chain break engaged.
- Chainsaws will be operated with both hands on the unit at all times, unless there is a greater hazard demonstrated by using both hands in a particular situation.
- The chainsaw operator should secure his footing prior to operating the unit.
- All brush and entanglements should be cleared from a tree prior to the operator falling the tree.
- Chainsaws will not be used to cut directly overhead.
- Chainsaws shall be carried in such a manner that prevents the operator from coming in contact with the chain or the muffler.
- The chainsaw should be shutdown or the chain brake engaged any time the saw is carried more than 50 feet.
- The chainsaw operator will have appropriate hand, head, eye and hearing protection, including chaps for the lower torso before operating the chainsaw.
- Anyone within the immediate area will also be provided the same PPE.