



workcampNE Policy

Tool Safety Program

Safety - Tools

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Effective: 05/17/2009

Revised: 02/18/2022

Purpose

The purpose of the workcampNE Tool Safety Program is to protect attendees from the hazards of hand and power tools.

Scope

This program covers general practices and requirements for safe hand and portable power tool operation.

Definitions

Attendees - All students and adults registered to attend one or more weeks of camp, employees, and volunteers are considered "attendees."

Hand tool - a tool that is non-powered or operates only through physical exertion by hand. Examples of hand tools found at workcampNE are, hammers, screwdrivers, wrenches, pliers, tin snips, utility knives, scrapers, and paint brushes.

Point of operation - The area of a tool where the work is performed, which may expose the employee to injury if defective or not properly guarded.

Portable power tools - requires a power source to operate, such as electricity or a battery. Portable power tools either corded or battery operated. Examples of power tools found at workcampNE are saws (circular and reciprocating), drills, mixers, grinders, and sanders.

Guards - are safeguards to protect the operator and others from hazardous moving parts of a power tool. They provide safety and protection from

- Point of operation
- Nip points
- Rotating parts
- Flying chips and sparks

Responsibilities

workcampNE will protect its attendees from hazards related to hand and portable power tools and equipment through engineering controls, tool safeguards, communication of hazards and solutions, training, and personal protective equipment (PPE).

Administration

The workcampNE administration is responsible for implementation and execution of this program.

- Identifying hazardous conditions in regards to hand/power tools
- Periodic review to ensure that this policy is being adhered to
- Providing safety awareness training, as needed
- Maintaining training records, maintenance documentation, and inspection records of hand and portable power tools.
- Providing additional on-the-job (OJT) training if the employee is not familiar with the equipment or verifying that OJT has taken place.
- Providing safe hand and portable power tool equipment.
- Removing defective hand or portable power tools from service.



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Attendees

All attendees are expected to use hand and power tools responsibly. They will;

- Anticipate work hazards.
- Understand and follow the hand and power tool safety procedures in this program.
- Follow safety guidelines for the use of hand/power tools according to manufacturer's instructions.
- Inspect hand and portable power tools before use.
- Refrain from using damaged hand or portable power tools.
- Use the right tool for the job.
- Immediately pull damaged tools from use and report them to a crew leader or wcNE representative.
- Not tamper with or remove safety guards.

Procedure

Operators of power tools and individuals using hand tools will adhere to the following guidelines to promote safety during usage.

Hand Tools

- Use the right tool for the job.
- Knives, and other sharp tools will be directed away from others working in close proximity.
- Knives and scissors will be kept sharp (dull tools can be more hazardous than sharp ones).
- Wrenches, including adjustable, pipe, box-end, and socket-style wrenches, will not be used when the jaws or socket are stripped or sprung in such a way that slippage occurs.
- Impact tools such as wedges and chisels will be kept free of mushroomed heads.
- Wooden-handled tools will be kept free of cracks and splinters and will be kept tightly attached to the working end of the tool.

Power tools

- Use the right tool for the job.
- Inspect tools prior to each use. Inspection will include the power cord and plug.
- Wear proper eye protection while operating power tools.
- Never carry a tool by the cord.
- Never pull the cord to disconnect it from the receptacle.
- Never stand in water when operating tools.
- Electric power tools will be either three-wire grounded or double-insulated and must be listed by Underwriters' Laboratories or another recognized listing agency.
- Disconnect tools and ensure a zero-energy state when not in use, prior to servicing and cleaning, and when changing accessories such as blades, bits, and cutters.
- Avoid accidental starting; do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Never leave tools unattended with parts still moving; even after the machine is turned off, some parts may still be capable of moving.
- Maintain good housekeeping practices by keeping the work area free of debris or other items that can get caught in tools or power equipment.



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- Follow instructions in the user's manual for the tool when lubricating and changing accessories.
- Maintain good footing and balance when operating power tools.
- Do not wear loose clothing, ties, or jewelry when operating portable power tools; such items can become caught in moving parts.
- Remove all damaged or defective portable electric tools from use and tag them: "Do Not Use."

Guards

- Guards must not be removed or bypassed unless the power tool is unplugged or locked out from the power source and is in a zero-energy state.
- Notify a supervisor immediately when any unguarded moving parts or dangerous points of operation are observed. Stop work and shut down the tool until the condition is corrected.
- Do not use unauthorized or damaged guards.
- Operate power tools only when all guards are in place and properly attached according to the manufacturer's recommendations, and are functioning properly.
- If a guard is damaged, bypassed, or missing, the tool will be removed from service and tagged with "Do Not Use" until repairs can be made.

Precautions

- Never use electrical cords for hoisting or lowering tools.
- Unplug the power cord by pulling on the plug rather than pulling on the cord.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Operate electrical tools only within their design limitations.
- Wear gloves and safety footwear as appropriate during use of electric tools.
- When not in use, store electrical tools in a dry place.
- Do not use electrical tools in damp or wet locations without authorization and proper precautions taken to prevent electrical shock.

Hazard Assessments

The workcampNE administration will ensure that a hazard assessment is conducted during the site assessment in each work area where hand and portable power tools may be used. The assessment will identify hazards that could expose others to; flying objects, electric shock, sparks, punctures/lacerations, crushing forces, and others as they arise. Once hazards are identified, the staff will recommend appropriate control measures of elimination, substitution, engineering, and/or administrative and provide guidance on hazard control that is feasible/satisfactory.

General Safety Requirements

Personal Protective Equipment (PPE)

Attendees using hand and power tools may be exposed to falling, flying, chipping, splashing cleaning products, dusts, and should be fitted with the appropriate PPE necessary to protect them. Safety glasses, gloves, and appropriate safety shoes are required on all sites. Since these are fitted and personal in nature, they are required to be purchased and brought to workcampNE by each attendee.



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Tool Maintenance

All hand tool and portable power tools and similar equipment furnished by workcampNE will be maintained regularly and kept in a safe working condition.

Housekeeping

Work areas will need to be kept as clean by the attendees and dry as possible to prevent slips and falls.

All tools will be packed up and put away each day. Ladders will be taken down each day.

Tools will be stored in appropriate storage areas when not in use, and placed out of the way and out of general sight to minimize theft.

Training

All attendees will pass the written portion of the safety program with a score of 80% or better.

The written portion comprises 4 areas and associated quizzes; General, Drills, Saws, and Roofing. Each attendee is required to pass the General quiz and as many of the other 3 that apply to work they will be doing while serving with workcampNE.

All attendees not considered proficient with power tools will participate in the “hands on” portion of the training - demonstrating competency with the tool(s).

Periodic Program Review

At least annually, the Program Administrator will conduct a review to assess the plan's effectiveness. The review will consider the following:

- Injury trends and general safety observations
- Lessons learned from accidents and near misses
- Changes in operations or equipment
- New technology
- Regulatory changes
- The annual review report will be submitted to senior management.