

Document Hand and Portable Power Tools Policy	Published 10/25/2023	Valid for Wisconsin Rapids
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Document: Hand and Portable Power Tools Policy

Purpose

It is the purpose of this policy to prevent personal injuries to team members and others when using hand tools or portable power tools on the mill site. This policy provides instructions and guidelines to follow while using tools of this nature. All team members, including contractors, visitors, and vendors, are required to comply with this policy.

Definitions

Hand Tool: Any device controlled or manipulated by a worker to pound, turn, shape, scoop, cut, slice/shear, bore, apply torque or pressure, pry, gather, or spread an object or material.

Portable Power Tool: A handheld tool powered by an electric motor, a compressed air motor, or a gasoline engine. They are used in industry for cutting, shaping, drilling, applying torque, sanding, painting, grinding, and polishing.

Modified or specialty tool: A tool that has been modified for a specific job, not used for their original purpose.

Execution

- A. Safe Work Practices - All manufacturers recommended safe practices must be employed while using tools. This means all team members must read, know, and understand all safeguards prior to using equipment. If a member does not understand the safe operation of a piece of equipment, he/she should notify their supervisor to obtain clarification.
 - 1. Always select the 'Best' tool for the job (Not the most convenient)
 - 2. Tools must always be used as designed (Do not pry with a screwdriver, hammer with a wrench, etc.)
 - 3. Only use 'Mill-Issued' tools for work related tasks
 - 4. Cutting tools must have an appropriate sheath or case for storage, retract into the tool or fold closed. NOTE: If a blade folds back into the tool, it must have a mechanism that locks it open when in use.
 - 5. All tools used for a specific purpose should be of the appropriate size. Forcing a small hand tool to do the job of a large one may result in tool damage or injury.

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6. Store tools in safe places. Many accidents occur when tools fall from overhead. Injuries also occur when sharp tools are left in toolboxes with the cutting edges exposed or when carried in pockets. Store all sharp-edge hand tools with the sharp edges in the appropriate storage container (or retracted) as spelled out above.
 7. Carrying tools in your pockets can be dangerous. Use a kit, toolbox, or tool belt.
 8. Never grind aluminum with any device unless you have positively identified that the correct abrasive is being used. When aluminum is ground on most standard grinding wheels, it melts which fills the pores of the stone. This often leads to the operator pushing harder which increases the heat. Ultimately, if enough heat builds up, the wheel may explode.
 9. Ground Fault Circuit Interrupters (GFCI's) must be used anytime extension cords are used or when using portable electric tools or charging systems (i.e.: drill motors, skil-saws, die grinders, electric carts, etc.) with or without an extension cord. NFPA70E 110.(C)(2)
- B. Personal Protective Equipment - All required personal protective equipment must be worn at all times when using hand and portable power tools. (See Personal Protective Equipment (PPE) Policy for specific requirements)
- C. Inspections - All tools should be inspected prior to each use by the operator. Tools found to be damaged or defective must be repaired or removed from service. Inspections should include, but are not limited to, the following items.
1. Hand Tools and Equipment:
 - a. All hand tools such as chisels, punches, etc. which develop “mushroomed” heads must be taken out of service and reconditioned.
 - b. Handles on hammers, axes and similar equipment that are cracked or fractured shall be replaced prior to use. Care must be taken to assure the head is properly and securely attached.
 - c. Wrenches whose handles are bent or whose gripping surfaces are worn shall be replaced.
 - d. Screwdrivers that are bent or whose ends are chipped shall be replaced.
 - e. Tool cutting edges must be sharp so the tool will move smoothly and not bind.
 - f. All handles shall be free of burrs and splinters and must be firmly attached to the working head of the tool.

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- D. Stud Drivers : (Ramsets or Explosive Actuated Tools) will only be used by trained team members
1. Accidental Discharge
 - a. Although the stud drive has a built-in guard against accidental discharge, there are several safety rules that must be employed:
 - b. The tools should never be pointed at anyone and shall be carried vertically and unloaded when not in use.
 - c. Workers should keep their fingers and hands away from the front of the barrel.
 - d. The tool should not be rested against the body (knee, thigh, etc.) when loading or making adjustments.
 - e. Should the tool misfire, the cartridge should be removed only after a time lapse of fifteen (15) seconds before the tool is taken from the work surface.
 2. Ricochet
 - a. Any high-speed object presents the hazard of ricocheting. To minimize this hazard, the tools should be held at right angles from the work.
 - b. Goggles or safety glasses and a face shield must be worn.
 3. Explosive Atmosphere
 - a. Use of the stud driver shall not be permitted in any area where explosive or flammable gases or dusts are suspected.
 4. Work Penetration
 - a. A thorough examination of the job shall be made as to the type of material, its thickness, general conditions, etc. to eliminate the possibility of complete penetration of the stud.
 - b. No one shall be allowed behind the work area while the tool is in operation.
 5. General Precautions
 - a. No team member, except those trained in the safe use of the stud driver, shall be allowed to operate the tool.
 - b. The tools shall be cleaned, oiled, and safety inspected regularly.

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- c. Tools, studs, and cartridges shall be kept in an authorized area and released only to trained personnel.
 - d. Loaded blank cartridges shall be kept and transported in suitable containers under the direct custody of authorized personnel.
6. Portable Power Operated Tools and Equipment
- a. All grinders, saws and similar equipment must be fitted with appropriate machine guarding as specified by the manufacturer.
 - b. The adjustable guard on the grinder must be properly set to prevent physical contact by the operator.
 - c. All corded electrically operated tools and equipment must be effectively grounded by either a grounding prong or an approved double-insulated case. Inspect all prongs to ensure they are not bent or otherwise damaged and all cases to ensure they are not cracked or damaged.
 - d. All electric cords must be in good condition; free of frays or other physical defects.
 - e. Pneumatic hoses must be free of damage or deterioration.
7. Abrasive Wheel Equipment
- a. The work rest shall be within $\frac{1}{8}$ inch of the wheel.
 - b. The adjustable tongue on the top side of grinder must be within $\frac{1}{4}$ inch of the wheel.
 - c. The grinder is mounted in such a way that it is secure and will not shift or tip.
 - d. On-off control switches are clearly marked in red and readily accessible to the operator for easy deactivation of equipment in case of emergency.
 - e. The maximum RPM rating of the grinder is clearly posted, and the maximum rating of the wheel does not exceed the grinder rating.
 - f. Grinding wheels are not cracked or otherwise damaged.
 - g. Grinders that use a coolant must be equipped with splash guards to prevent coolant from coming into contact with the operator.

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Responsibility

All team members have the responsibility to fulfill the intent and purpose of the Hand and Portable Power Tool Policy. All Wisconsin Rapids Mill members are responsible for supporting and enforcing contractor's, vendors, and visitors' compliance with this policy.

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