

Patrick St. Peter & Sons

Plumbing-Heating-Cooling Contractors

P.O. Box 746, 539 Main Street
Caribou, Maine 04736
TEL. (207) 492-5921 FAX. (207) 498-2732
e-mail pspnsons@maine.rr.com

Power Tool Use Written Safety Plan

Purpose:

Due to established hazards related to plumbing and heating, the company requires the use of Power Tool Use Regulations to prevent injuries to our workers.

Responsibilities:

To ensure that the Company's policy for Power Tool Use is fully implemented, responsibility is assigned to the following individuals:

Enforcement: front-line supervisors

Answering questions/coaching: front-line supervisors/safety manager

Authorizing of changes in the written policy: project/safety manager

New-employee and refresher training: safety manager/front-line supervisor

Hazard Identification:

Because in many cases, hazards related to plumbing and heating cannot be eliminated, the following exposures to potential injury can be anticipated:

HAZARD

Untrained, inexperienced operators

Improper tool selection/use

Unguarded blades/wheels/bits/shafts

Improper tool storage

Equipment not used in manner prescribed

Faulty tools

Lack of ground-fault protection

INJURY POTENTIAL

Employee injuries and equipment damages

Employee injuries and equipment damages

Eyes, face, neck, trunk, and extremities

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Electrical burns, explosions, fire or death result from a ground-fault that sends current through the worker's body

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Improper use of extension and flexible cords Employee increases risk of contacting electrical current

Flying particles

Eyes, face, neck, trunk, extremities

Powder-actuated tools

Eyes, face, neck, trunk, extremities

Company Standards and Procedures:

Due to reasonably expected hazards associated with plumbing and heating, the following standards and procedures shall be followed by all employees for power tool use:

Power tool safety tips:

1. Do not use or maintain any power tools unless you are fully familiar with the manufacturer's recommendations for safe use and care of all tools.
2. Maintain all hand tools and power equipment in a safe condition and visually inspect them regularly for defects. Remove broken or damaged tools and equipment from the job site and tag them "Do Not Use."
3. Store electric tools in a dry place when not in use. Additionally, store tools in such a manner as not to be affected by potential physical damage.
4. Use double insulated tools, or ensure that the tools are grounded by using only properly grounded power supply systems, electrical circuits, and electrical equipment. And use GFCI protection on those systems.
5. Operate tools and equipment in well-lighted work areas that constructed and maintained in a safe workmanship manner. Be sure to keep good footing and maintain good balance.
6. Do not use electrical tools in damp or wet locations unless that are approved for that purpose.
7. Equip all power saws (circular, table, skill, etc.) with blade guards. Make sure guards are in place before using power saws. Don't use power saws with the guard tied or wedged open.
8. Turn off or disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, etc.
9. Raise or lower tools by their handles, not by their cords.
10. Ensure tool's power cord is protected from damage in the course of work, e.g., never pull by cord to disconnect it from the receptacle; keep cords away from heat, oil, and sharp edges (including the cutting surface of a power saw or drill); do not remove ground prongs from cord- and plug-connected equipment or extension cords, and ensure that cords; from electric tools do not present a tripping hazard.
11. Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
12. Always be sure that the hose connections are secure when using pneumatic tools.
13. Workers using powder-activated tools must receive proper training prior to using the tools. Never leave cartridges for pneumatic or powder-actuated tools unattended. Keep equipment in a safe place, as instructed by the manufacturer.
14. Workers will wear PPE as prescribed by the power tool hazard and manufacturer's recommendations. Additionally, the proper apparel should be worn. Loose clothing, ties, or jewelry can become caught in moving parts.
15. Install, use, maintain, and care for electrical power generators according to the manufacturer's recommendations.

Hand tool safety tips:

1. Don't use wrenches when the jaws are sprung to the point of slippage. Replace them.
2. Don't use impact tools with mushroomed heads. Grind off mushroomed heads or replace these tools.
3. Keep wooden handles free of splinters or cracks and be sure the handles stay tight with the tool.
4. Workers will wear PPE as dictated by hand tool hazard and manufacturer's recommendations.

Training:

1. Workers will be educated and trained in the Company's safety and health programs designed to address hand and power tools operational hazards and uses.
2. Workers will be educated and trained in identifying and controlling the hazards associated with the use of hand and power tools on construction sites.
3. Workers will be educated and trained in the tool or equipment manufacturer's recommendations for proper use, care, and maintenance of each.

Enforcement policy:

When a worker is observed not using appropriate electrical cords or tools when working, the following steps shall be taken by their immediate supervisor:

1. First occurrence – Verbal warning. With coaching on proper procedures to be followed. Note made in supervisor's daily log or job report.
2. Second occurrence – Written warning. Supervisor and employee sign the documented reprimand. A copy of the written warning is placed in the employee file.
3. Third occurrence – Written warning is completed and the employee is given 8 hours, or one full workday, off without pay.
4. Fourth occurrence – When an employee fails to correct and improper work process within 6 months of having been given time off without pay – the employee shall be terminated.