

HAND TOOLS
OSHA CFR 1910.242

A. INSPECTION AND MAINTENANCE

1. Purpose

To provide a written policy for the care, maintenance and disposal of damaged hand tools. The responsibilities of Eagle Industrial Instrumentation Supervisors and Employees. Employee's having personal tools on Company job shall maintain their tools as per this policy, all other tools shall be Company furnished.

2. Inspection

All tools (Personal & Company) shall be inspected before each job and/or use. The Supervisor in charge will insure that damaged tools or tools needing repairs are removed from service, repaired, properly disposed of and/or replaced. When offshore inspecting, maintaining and replacing tools shall be ongoing throughout the job.

3. Responsibilities

- a. Eagle Industrial Instrumentation to provide the equipment, monitor the program, training in maintenance and disposal of damaged tools and equipment.
Provide a safe working environment.
- b. Supervisors: maintain offshore tool boxes in a manner that prevents the use of damaged tools. Remove damaged tools from the system and fill out the proper paperwork. Assist in promoting a safe working environment by following the hand tool policy. Ensure that proper PPE is utilized.
- c. Employee: Report or remove broken tools as they occur, thus preventing accidents and/or injuries. Assist in promoting a safe working environment by following the hand tool and PPE policies.

B. HAND TOOLS

Hand tools are a necessary requirement in our daily work routine, it is very important to understanding the dangers in their misuse and how this can result in injuries and/or accidents.

1. Examples of damage to look for:

Wrenches	Cracked or bent handles, worn jaws, missing parts.
Hammers	Loose, altered, damaged handles or damaged striking surfaces.
Come-Along	Chain or cable damage, bent handles, bent or distorted hooks, missing or damage safety latches.
Screwdrivers	The handles should have no, the shank and tip shall not be bent broken or worn before each use.
Air hoses	Excessive wear, leaks, missing safety pins, gaskets or damaged ends.

2. Attachments on hand tools. Attachments are not limited to the following.

- a. Wire wheels or grinding disks shall be inspected before being used, if damaged, dispose. (prevents eye injuries)
- b. Drill bits should be in good condition before each use.
- c. Sockets should have no cracks or wear on the drive end or socket end.
- d. Saw blades should be checked for wear and cracks.
- e. Air hoses (condition) should be checked for leaks and the crow foot should have no cracks. Check the gasket and safety pins.
- f. Check that guards are properly installed and in place. (prevents eye injuries)

C. ELECTRICAL TOOLS

- a. Check electrical cords for damage, cuts, or missing prongs on the plug.
- b. Check for properly grounding.
- c. When in use, make sure the trigger is in good condition (the trigger should be a constant pressure type) allowing the equipment to shut off when released.
- d. Check for electrical shorts.

D. AIR TOOLS/ RENTAL TOOLS

- a. Check and set the air pressure to the correct level for the hoses and tools being operated. Air tools have a set operating pressure rating, pressuring over the designed rating can damage hoses and equipment.
- b. Gasoline operated power tools shall *never* be used offshore.

- c. Compressed air shall not be used for cleaning purposes.
- d. Compressed air should *never* be used to clean or blow down personnel.
- e. Before and during a job, rental tools shall be inspected for damage.
- f. When air tools are being set up, install safety pins on the air hoses.

E. HAZARDS

- 1. Obtain a hot work permit before operating tools that cause sparks or other sources for ignition of flammable materials. (natural gas, oil, rags, etc.)
- 2. Serious injuries may result when hand tools or electrical tools are not properly maintained. Damaged tools may also result in injuries to others working in the same area.
 - a. Electrical tools may result in severe electrical shocks.
 - b. Hammer face may result in eye injuries.
 - c. Chain or cable come-along may result in a load being dropped.
 - d. Equipment with missing or damaged guards.

F. PROPER USE

Before using hand tools or electrical tools, the employee should be properly trained in the use and operation of equipment.

G. CORRECTIVE MEASURES

Damaged or defective tools shall be turned in to the supervisor for proper disposal. The supervisor will fill out the forms for replacing and disposing of damage tools. The supervisor shall paint damaged tools bright red to signal danger, not for use. Damaged tools that are repairable shall be turned in to the offshore coordinator, to be sent to an authorized repair shop. If you are not sure, check with your supervisor.