

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Timberlane Regional School District Safety Committee	3/29/20	New

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> • Awkward sustained postures • Forceful exertions –forcing the tool • Repetitive movements • Vibration • Sharp points / edges • Chemicals – dust • Electrical • Noise 	<ul style="list-style-type: none"> • Gloves if using blades or sharp objects • Closed toe footwear • Eye protection • Hearing protection • Secure loose clothing, hair, drawstrings 	<ul style="list-style-type: none"> • Proper tool for the job

SAFE WORK PROCEDURE
<p>Note: the instructions below are relevant for handheld power tools including but not limited to drills, circular saws, jig saws, reciprocating saws, hand sanders, belt sanders and grinders</p> <ol style="list-style-type: none"> 1. Only use power tools in a manner specified by the operational instructions and in dry environments 2. Do not use broken power tools, ones that have cracks or splits in them, or tools that have had guards removed 3. Do not force the power tool. This can make the tool less effective, damage it, or could make the tool slip. Ensure the cutting blade, disc/belt, bit, etc. is correct for the application and is in good condition 4. For repetitive or long-lasting tasks, take micro breaks or change tasks or positions to reduce stress on the same muscles 5. Try to work in neutral positions as often as possible (wrists and back straight, elbows in, reduce back twisting by instead taking small steps to reposition, etc.) and try to avoid overreaching 6. Use both hands to use the power tool if it has been designed this way 7. Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas and keep them unplugged 8. Wear eye protection when cutting with power saws, drilling, or grinding. Direct sparks, chips etc. away from you and others 9. Always keep your second hand (for one handed tools) and other body parts clear of the cutting, drilling, or grinding path of the power tool 10. Try to use power tools where there is adequate ventilation to remove dust. If this is not possible, use a dust mask 11. Use clamps or other practical way to secure and support piece(s) to a stable platform before working on it. Holding pieces or items with only your hand or against your body leaves it unstable and may lead to loss of control and serious injury. 12. De-energize the tool once you are finished using it and before changing, bits, blades, discs, belts etc. Let the tool

cool before touching the blade, bit etc. to change it

REGULATORY REQUIREMENTS

- Equipment manuals