

| LOCATION OF WORK | WRITTEN BY: | APPROVED BY: | DATE | LAST REVISION |
|------------------|----------------|---|---------|---------------|
| All Schools | Karl Ingoldsby | Timberlane Regional School District Safety Committee | 3/29/22 | 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 • Sharp points / edges • Pinch points | <ul style="list-style-type: none"> • Gloves if using blades or sharp objects • Closed toe footwear | <ul style="list-style-type: none"> • Proper tool for the job |

SAFE WORK PROCEDURE

Note: The instructions below are relevant for non-powered hand tools including but not limited to screwdrivers, hammers, hand saws, utility knives, cutters, pliers, etc.

1. Do not use broken tools or tools that have cracks or splits in handles
2. Only use tools in a manner that they have been designed
3. Carry sharp tools in their sheath or holster
4. Keep cutting tools sharp so less effort is required for them to be effective
5. When using knives, sheaths, or shears, keep your other hand or body parts out of the cut line, ensure that there is a barrier between the knife and your body or cut in a direction away from your body
6. 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
7. Take micro breaks or change tasks periodically to reduce repetitive or physically demanding tasks
8. Keep work areas free of loose tools which could be tripped over and after use, return tools to designated areas

REGULATORY REQUIREMENTS

- Equipment manuals / instruction
- In-house training