

1. HAND AND POWER TOOL SAFETY

1.1 PURPOSE

To inform Contractors of their responsibilities to ensure all tools and equipment are in safe working conditions and their employees are trained in the proper use and handling of the tools and equipment.

1.2 ACTIVITIES

Each Contractor shall be responsible for the safe working conditions of tools and equipment used by their employees. Contractors are to follow the University's Hand and Power Tool Program.

1.3 RESPONSIBILITIES

Prior to undertaking any projects of repair, renovation or construction at NSU, Contractors shall eliminate or minimize any potential unsafe tools or equipment and ensure safe operation by implementing the following:

- 1) Each Contractor shall be responsible for the safe condition of tools and equipment used by their employees.
- 2) Tools shall be inspected regularly and repaired in accordance with the manufacturer's specifications.
- 3) Before using a tool, the operator shall inspect it to determine if all moving parts are operating and if the tools is in a clean condition.
- 4) All power tools shall be maintained in accordance with the manufacturer's specifications.
- 5) Appropriate personal protective equipment such as safety goggles and gloves must be worn to protect against hazards that may be encountered while using portable power and hand tools.
- 6) Tools should only be used for their intended purposes.
- 7) All employees must receive training which should include the regulations and the safe use of each hand and power tool.
- 8) The Contractor shall ensure the workplace floors are kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.
- 9) The Contractor shall inspect all power tools to ensure they are fitted with guards and safety switches.
- 10) Employees using electric tools must be aware of the dangers; among the most serious hazards are electrical burns and shock.
- 11) The Contractor shall use electric tools that have a three-wire cord with a ground and be plugged into a grounded receptacle, be double insulated, or be powered by a low-voltage isolation transformer.
- 12) Powder-actuated tools operate like a loaded gun and must be treated with extreme caution. The Contractor shall ensure all operators of powder-actuated tools are specially trained.

- 13) Employees using powder-actuated tools must wear suitable ear, eye, and face protection.
- 14) Loaded tools shall not be left unattended.
- 15) For pneumatic tools powered by compressed air there are several potential dangers encountered when using this equipment, the main one being getting hit by one of the tool's attachments or by some kind of fastener the employee is using with the tool.
- 16) The Contractor shall provide employees using pneumatic tools with eye and face protection as well as hearing protection as the noise is a hazard.

1.4 REGULATIONS

OSHA 29 CFR 1910.242	Hand and Portable Powered Tools and Equipment, General
OSHA 29 CFR 1910.243	Guarding of Portable Powered Tools
OSHA 29 CFR 1910.244	Other Portable Tools and Equipment
OSHA 29 CFR 1926.302	Power-operated Hand Tools

1.5 ACCOUNTABILITY

All contactors will be responsible for complying with the guidelines as described above. Contractors are to communicate to their employees and Subcontractors all the guidelines and relevant information. All work shall be performed in accordance with University policies and procedures as well as all applicable laws and regulations.