

Date Revised:	October2025
Description:	Activities that require the use of power or hand tools.
Location(s):	Office, Shop, Construction Projects

PERSONAL PROTECTIVE EQUIPMENT									
									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
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Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)
- Additional PPE - Eye protection is required when completing tasks that may cause debris / objects to dislodge or become airborne

SAFE WORK PRACTICES
General Powered and Hand Tool Practices: • All portable electric tools shall be grounded unless they are powered by a self-contained battery or are double insulated • Ensure that the tool is the right size and has sufficient power for the specific job • Hold the tool close to body, do not overreach • Use the tool for its intended purpose only • Always switch off the tool before removing it from the power source - do not disconnect the power supply by pulling on the power cord • Do not leave a power tool running unattended, ensure that it has been turned off and has stopped running • Disconnect the power source before making any adjustments, changing accessories, or attempting to clear jammed machinery • Do not carry electrical tools by the power cord • Keep all cutting tools and accessories sharp, clean and well maintained • Pull the plug not the cord when removing the plug from the receptacle • Power and hand tools must be adequately grounded - do not break the third prong (the ground pin) off a plug • Insert plugs fully so that no part of the prongs is exposed when the tool is in use Storage: • Properly store the battery according to manufacturer's specifications and instructions • Charge the batteries in the appropriate recommended chargers only • Housekeeping: • All extension cords are to be placed in such a way that they will not be a tripping hazard • Keep access / egress, walkways, halls and stairs clear of tripping hazards (i.e. electrical cords)

TASK HAZARDS	TASK CONTROLS
• Material Exposure to Weather	• Electrical cords used in damp locations are to be GFCI protected



POWER AND HAND TOOLS

• Equipment Failure / Lack of Inspection	• All tools and extension cord users must conduct visual pre-use inspections • Damaged tools and extension cords must be taken out of use, and reported to the Foreman / Superintendent • Use the tool for its intended purpose only • Power and hand tools, shall be operated as per the manufacturer's instructions
• Slip and Trip Hazard / Lack of Planning	• Extension cords must be stored in a way that does not limit or restrict access and egress pathways • Secure cords when located on floors in high traffic areas
• Electrocution	• Extension cords shall be operated and maintained as per the manufacturer's instructions • Ensure power and hand tools, do not have damaged cords • Disconnect power source before making any adjustments or changing accessories
• Lack of Training	• All power and hand tools, operators must be competent, and hold valid training certifications for specific pieces of equipment where required by applicable legislation.