

	<b>HAND &amp; POWER TOOL PROGRAM</b>	Document No.:	HSE-OP-006
		Department:	Operations
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## **Purpose**

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Trinity Medical Management ("Trinity") is committed to ensuring the safety of all employees who work with hand and power tools. Small hand tools can inflict great injury, as can power tools. By outlining the following safe operating procedures we learn to prevent injury and safeguard ourselves and our co-workers. This Hand & Power Tool Safety Program was developed to establish guidelines and Safe Operating Procedures for our employees.

## **Administration**

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The Operations Manager is responsible to the implementation and maintenance of this program. A copy of the Hand and Power Tool Safety Program is located in the Operations office.

## **General Safe Operating Procedures**

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- Whether furnished by the Company or the employee, all tools should be maintained in a safe condition.
- Guards should be in place and operable at all times while the tool is in use. The guard may not be manipulated in such way that will comprise its integrity or compromise the protection in which intended. Guarding should meet the requirements set forth in ANSI B15.1.
- Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases will be provided with particular PPE necessary to protect them from the hazard.
- Any tool not in compliance should either be identified as unsafe by tagging or locking the controls to render them inoperable or should be physically removed from its place of operation.

## **Hammers**

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### General Safety - Safe Operation

- Wear eye protection. Whenever possible, use soft-faced hammers (plastic, wood, or rawhide) when striking hardened surfaces,
- Check the condition of the handle. Keep handles tightly wedged in hammerheads to prevent injury.
- Replace cracked or splintered handles.
- Select the right size for the job. A light hammer bounces off the work. One that's too heavy is hard to control.
- Grip the handle close to the end to increase leverage for harder, less tiresome blows.
- Prevent injuries to others by swinging in a direction that won't let your hammer strike someone if it slips from your hand.
- Keep the handle dry and free of grease and oil.

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- Keep the hammer face parallel with your work. Force is then distributed over the entire hammer face, reducing the tendency of the edges of the hammerhead to chip, or slips off the object being struck.

## **Chisels & Punches**

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### General Safety - Safe Operation

- Wear eye protection.
- Grind off mushroom heads. The sharp edges can tear your skin or chips could break off the mushroomed head and fly into your eyes.
- Keep a smooth bevel ground on the heads of all punches and chisels.
- Don't use chisels and punches for prying.
- Hold the tool steadily but loosely. The best place to hold it is just below the head. If you miss and strike your hand, your hand will not be caught between the hammer and the work piece.
- Select the proper sized tool for the job. Heavy Pounding on tools too small for the job increases the risk of injury from tool breakage.

## **Knives**

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### General Safety - Safe Operation

- Keep blades sharp. The greater the force you have to apply, the less control you have over the cutting action of the knife. The safest knife usually has the sharpest edge.
- Cut away from the body. Your hands and fingers should always be behind the cutting edge.
- Keep knife handles clean and dry to keep your hand from slipping onto the blade.
- Never pry with a knife; blades are hardened and can break with a snap.
- Store knives safely. Keep knives in their own box or scabbard when not in use.

## **Screwdrivers**

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### General Safety - Safe Operation

- Use screwdrivers only for driving screws.
- Sharpen screwdrivers properly, File or grind worn or damaged tips to fit the slot of the screw. A sharp, square-edged tip won't slip as easily as a dull one, and less pressure will be required to hold the tip in the slot.
- Don't hold parts in your hand; put the work on a bench or in a vise to avoid the possibility of piercing your hand with the screwdriver tip.
- Use screwdrivers with insulated handles for electrical work.

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## **Hand Saws**

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### General Safety - Safe Operation

- Keep handsaws sharp and free of rust to prevent them from binding or jumping.
- Always make saw cuts directly across the material with a slow, careful, downward stroke.
- Never force the saw through the cut as this may cause the saw to buckle or fly out of the groove causing an injury.

## **Power Carpenter Tools**

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### General Safety - Safe Operation

- Three Types: Electrical, Pneumatic, and Hydraulic.
- Operate power tools only if you are trained and completely familiar with the tool.
- Inspect all power tools and cords before using them. The tools should be clean and in good condition. Do not use a tool that has a damaged cord or hose.
- Make sure the work area is well lit.
- Do not operate power tools if you cannot see the working surface clearly.
- Ensure that the power source is the proper voltage and current for the tool.
- Make sure the tool is turned "OFF" before connecting it to a power source.
- When using a power tool, give the tool your full and undivided attention.
- Do not distract or disturb another worker who is operating a power tool.
- Always disconnect a power source before cleaning or making adjustments to the tool.
- Ensure that the power source for a hydraulic or pneumatic tool is the correct pressure for the tool.
- Check electrical cords frequently and use only approved extension cords.
- Ensure that cords and hoses are positioned so they do not become tripping hazards.
- Do not use electric tools in areas where water is present.

## **Air Compressors**

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### General Safety - Safe Operation

- Read all manuals included with this product carefully. Be thoroughly familiar with the controls and the proper use of the equipment.
- Only trained personnel shall be allowed to use the compressor.
- Keep visitors away and NEVER allow children in the work area during operation.
- Wear the appropriate personal protective equipment when operating the unit.
- Before each use, inspect compressed air system and electrical components for signs of damage, deterioration, weakness or leakage. Repair or replace defective items before operating.

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- Never weld or drill holes in the air tank.
- Release air slowly when draining moisture or depressurizing the compressor system.
- Keep fingers away from a running compressor, fast moving and hot parts will cause injury and / or burns.
- Never use air compressor for the purpose of supplying breathing air.
- Never operate or repair in or near a flammable gas or vapor.
- Never stand on or use the unit as handhold.
- Disconnect power and release all pressure from the system before attempting to install, service, relocate or perform any maintenance.
- Do not use extension cords with this product. Use additional air hoses instead to avoid power loss and permanent motor damage.
- Do not exceed pressure limits for any component in the system.

## **Table Saw**

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### General Safety - Safe Operation

- Always keep the blade guard and driving knife (splitter) in place and in working order. Keep tools and cords in good repair and clean for better and safe performance.
- Keep work area clean and well lit. Don't use power tools in damp or wet locations.
- Wear the appropriate personal protective equipment. Do not wear loose clothing or jewelry.
- Disconnect tools, when not in use, before servicing, or when changing attachments, blades, bits, or cutters.
- Never yank cord to disconnect from receptacle. Keep cord from heat, oil, and sharp edges.
- Avoid accidental starting; be sure switch is off when plugging in.
- Keep hands away from cutting area. Never touch blade or other moving parts during use.
- Never use in explosive atmosphere.
- Never leave tool running unattended.
- Avoid cutting nails.
- Never start a tool when its rotating parts are in contact with the work piece.
- Always secure work firmly against rip fence or miter fence.
- Never stand or have any part of your body in line with the path of the saw blade. Do not reach over any moving parts.
- Never attempt to free a stalled saw blade without first turning the saw off and disconnecting the saw from the power source.
- Avoid kickbacks (work thrown back toward you) by:
  - Keeping blade sharp.
  - Keeping rip fence parallel to the saw blade.
  - Keeping driving knife, anti-kickback pawls, and blade guard in place and operating.

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- Not releasing the work before it is pushed all the way past the saw blade using a push stick.
- Not ripping work that is twisted or warped or does not have a straight edge to guide along the fence.

## **Chainsaw**


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### General Safety - Safe Operation

- Only trained and authorized operators shall be permitted to operate the designated equipment.
- PERSONAL PROTECTIVE EQUIPMENT IS MANDATORY AND SHALL INCLUDE THE FOLLOWING:
  - Safety goggles
  - Hearing protection
  - Boots/Steel toe shoes
  - Gloves
  - Chaps
  - Hard hat with face protector
  - Snug fitting clothes
- Keep bystanders and animals out of the work area.
- Do not operate the unit when you are fatigued, ill, or if you are under the influence of alcohol, drugs, or medication.
- Do not operate a chain saw that is damaged, improperly adjusted, or not completely and securely assembled.
- Do not start cutting until you have a clear work area, secure footing, and a planned escape route.
- Prior to starting the engine, ensure that the nose of the saw is free of contact with anything.
- Keep the handles dry, clean, and free of oil or fuel mixture.
- Operate the chain saw only in well-ventilated areas.
- Keep all parts of your body away from the saw chain when the engine is running.
- Carry the chain saw with the engine stopped, the guide bar and chain to the rear with the muffler away from your body. Use the appropriate guide bar safety cover.
- Shut off the engine before setting the chain saw down.
- Use caution when cutting small size brush; slender material may catch the saws chain pulling you off balance.
- When cutting a limb that is under tension be alert for spring back so that you will not be struck when the tension in the wood fibers are released.
- Do not operate a chain saw in a tree unless you have been specifically trained.
- All chain saw service should be performed by competent chain saw service personnel.

### **Kick Back Safety**

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### General Safety - Safe Operation

- Keep a good firm grip on the saw with both hands when the engine is running. Use the chain brake and kickback guard.
- Do not let the nose of the saw contact a log, branch, or any other object in the cutting path which may cause kickback.
- Cut at high engine speeds to reduce possibility of kickback.
- Do not over extend or cut above shoulder height.
- Keep the chain sharp and properly adjusted.
- Specialty Items
- Avoid making cuts with the saw between your feet and legs, always cut with the saw to the outside of your legs.
- Never position yourself or others in line with the chain. A broken chain will fly forward in the direction the guide bar is pointing.
- Keep the chains clean to prolong its life and to reduce the hazard of debris being thrown

### Drill Press

#### General Safety - Safe Operation

- Only authorized personnel shall operate specific pieces of equipment or power tools.
- Know your equipment - read and understand the owner's manual and labels affixed to the tools. Learn its applications and limitations.
- All electrical or mechanical repairs should be attempted only by trained repair people.
- Keep children away from all operating equipment.
- Do not let visitors come in contact with tools or extension cords. All visitors shall be kept out of the immediate work area.
- Use the drill press in a well-lit area and on a level, clean and smooth surface to reduce the risk of trips and fall around running equipment.
- Do not use power tools in damp or wet locations.
- Do not use the tool in the presence of flammable fluids or gases.

#### Equipment Awareness

- Don't overreach while using tools and equipment. Keep proper footing and balance at all times. Adjust the work area height as needed.
- Never place your fingers in a position where they could contact the drill bit or other cutting tool parts.
- Use the appropriate personal protective equipment - do not wear loose clothing or jewelry and restrain long hair which can be caught in moving parts.
- Disconnect tools from power source when not in use and before servicing, when changing wheels, etc.



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- Keep all machine guards in place, in proper adjustment and alignment.
- Ensure the switch is in the “off” position before plugging in the tool.
- Before connecting the tool to a power source, be sure the voltage supplied is the same as that specified for the tool.
- Check the tool for damage or needed repairs prior to use.
- Do not leave a tool until it comes to a complete stop. Do not lay it down to stop it.
- Keep the tool dry, clean and free from oil and grease.

### Safe Work Surface

- Always support the work piece so it doesn’t shift or bind on the tool.
- Always position backup material underneath the work piece.
- Use a drill press vise, do not do any work “free hand”, always fasten your stock to the table. Use fixtures to adequately hold, guide and position the work piece.
- Never move the head or table support while the tool is running.
- Before starting operation, jog the motor switch to make sure the drill bit or other cutting tools do not wobble or cause vibration.
- Use the bit and speed recommended for the job and work piece material. Remember, the longer the bit, the slower the drill speed.
- Never climb on the drill press table, it could break or pull the entire drill press down.
- To avoid injury from thrown work or tool contact, do not perform layout, assemble or setup work on the table while the cutting tool is rotating.
- When drilling wood or metal, raise the drill bit frequently to clean chips from the hole.
- Prior to start, center punch the area to be drilled for an easier start and less chance of slippage.

### Belt Grinder (Free Standing or Hand Held)

#### General Safety - Safe Operation

- Always wear approved eye respiratory, and hand protection when working with or near grinders. The most common injury is from flying particles in the eye. Kick back causes the severest grinder injuries.
- Visually inspect wheels for damage before mounting and using them. Chipped or cracked wheels must be discarded - if used they will shatter and cause injury.
- Do not stand directly in line with a newly-mounted wheel when beginning start-up.
- Before grinding, always test run a newly-mounted wheel at full speed for the following:
  - Thirty (30) seconds for reinforced discs.
  - Sixty (60) seconds for stand-mounted grinders.
- Make sure the r.p.m. of the machine does not exceed the rate wheel speed. The governor mechanism should be checked to make sure it is functioning properly.
- Rests used on grinders shall not be more than 1/8 (one-eighth) inch from the face, fastened securely and must not be adjusted while the wheel is in motion.

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- All spindles, adapters, flanges, and other parts should be inspected periodically and maintained to size and in good conditions.
- Proper lubrication of the motor and bearing is essential.
- Use proper safety guards on grinders. Special guards are available for all grinders when working in confined areas. Make sure the guards are properly secured.
- Grind only on the face of a straight wheel. Use disk wheels or angle grinders for side grinding. Light side grinding is permitted with a cup or saucer wheel.
- Make sure the wheel has stopped before putting the grinder down as it can travel, thus injuring a person or damaging equipment. Lay the machine down with the disk up.
- Avoid dropping or bumping the wheel. Do not allow anything to strike a wheel which is not in use. Handle and store wheels carefully, following manufacturer's specifications.

## **Training**

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The Operations Manager is responsible for ensuring that all employees that use hand tools have the necessary training to perform their job safely.

