



DEFECTIVE TOOLS SAFE WORK PRACTICES

APPROVED MARCH 8 2016 CAN. OH&S REGULATIONS PART 12 (16 &17) & PART 13 (9&10)

Defective tools are tools that are damaged to the extent that they cannot perform their intended function or are unsafe (chipped, cracked, frayed cords, etc.). **DEFECTIVE TOOLS ALSO INCLUDES SAFETY EQUIPMENT AS WELL.**

Do not use defective tools because they can cause serious injuries.

Defective tools should be taken to the Supervisor to be "Red tagged" and sent out for service.

When a tool or piece of equipment is found to be faulty, a "Out of Service" must be immediately affixed to that tool or piece of equipment.

All tools and equipment found defective must be documented with maintenance.

The Defective Tool tags are Red Tagged and are out of service.

A defective tool tag and/or lock-out mechanism may not be removed until the equipment or tool has been repaired and the service performed is documented and dated.

A Defective Tool Tag may not be removed from tools or equipment by anyone other than authorized maintenance personnel.

Removal of a tag by unauthorized personnel will result in disciplinary action.

A. MISSING PARTS

- Tools that are not complete, such as files without handles
- Incorrect bits
- Ladders with missing rungs

B. DAMAGED PARTS

- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Mushroomed heads on chisels and wedges
- Ladders with bent or broken legs or steps. Aluminum ladders where cracking appears around rivets.
- Keep cutting tools sharp.

C. POWER TOOLS

- Electrical cord damaged or tool uncomfortably warm.
- Insufficient or improper grounding on double insulated tools due to damage



- *Do not pull on cord to disconnect power or move the tool.*
- No loose clothing or jewelry or gloves when using power tools.
- *Do not* use power tools without proper instruction
- Broken, inoperative, missing or modified guards
- “On/Off” switch not in good working order
- Do not use if tool is sparking

Related Documentation:

Power tools

Explosive/actuated tools

Hand tools

etc,

Safety Rules #8