



TITLE: Small Tools & Equipment**STANDARD:** 209**ISSUE DATE:** 31 October 2015**ISSUE No:** 001

Definitions (in relation to this Standard)

Competent Trained, experienced and qualified

Cross-References

- Standard 201 – Engineering & Vehicle Workshops
- Standard 205 – General Safe Working Practices
- Standard 208 – Construction Plant & Vehicle Management
- Standard 228 – Electrical Safety

Procedure

General

1. Employees using hand, air operated or electrical power tools and small equipments must be trained in their use by a competent person and training to be documented and made available to Royal Commission upon request.
2. All tools and equipments utilized on Project shall be "fit for purpose", regularly maintained, repaired, tested and calibrated in accordance with manufacturer's instructions; a color coding inspection tagging system to be used where applicable.
3. No hand-made or site fabricated tools are acceptable.
4. Face shields must be worn where required, as determined by the risk assessment.
5. Hearing protection must be worn when determined by the risk assessment.
6. Tools must be inspected by the user prior to each use for defects such as cracked handles, damaged cutting edges, split, cracked or worn parts and frayed electrical leads.
7. Employees are required to immediately report damaged and defective tools to their Supervisor.
8. Damaged or defective tools are to be taken out of service immediately, destroyed or tagged "defective – do not use" and stored in a secure area until appropriate repairs have been made.
9. Tools are not to be altered in any way and are to be used as per manufacturer's instructions.
10. Manufacturer supplied and fitted safety devices (i.e. guards, limit switches, shield etc...) are not to be removed (unless during the repair process by a competent person).

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Operating Controls and Switches

11. Hand-held power tools (including air driven) must be equipped with a constant-pressure switch or control that shuts off the power when pressure is released, including but not limited to: drills; tappers; fastener drivers; horizontal, vertical, and angle grinders; disc sanders; belt sanders; reciprocating saws; saber saws, scroll saws, and jigsaws; and other similar tools.
12. Other hand-held power tools such as circular saws, chain saws, and percussion tools with no means of holding accessories securely must be equipped with a constant-pressure switch.

Electrical

13. No power tools (specifically circular saws, bench grinders or disc cutters) are to be operated by persons sitting directly on the ground; these are to be operated in the standing position on a working bench at waist height.
14. Only 110V or battery operated tools are to be used on a construction site.
15. Eye protection must be worn when operating all electrical power tools as per the manufacturer's instructions.
16. All tools that present a risk of eye injury (i.e. saws, grinders etc...) must have guards in place during operation.
17. All electrically powered tools shall be double insulated. Where double insulated tools are not available for an application, separate permission shall be sought from the Royal Commission before the tool can be used on site.
18. Abrasive wheels must only be changed by a competent person.
19. Temporary outlets used for 110V tools shall be protected by ground fault circuit interruption (GFCI) devices which must be 30mA or less.
20. Grinders shall be provided with hood-type guards with side enclosures that cover the spindle and at least 50% of the wheel. All wheels shall be inspected before each use for signs of cracks. The rated speed of the grinding wheel shall be checked prior to use to ensure that it is rated to be equal or greater than the maximum speed of the grinder.
21. Operators are prohibited from wearing loose clothing when using equipments that presents a risk of entanglement (i.e. grinders).
22. All tools shall be given a unique site tool number. All electrical tools shall be inspected quarterly for general condition and be tested for electrical integrity these inspections shall be recorded in an electrical tools inspection log kept in the ES&H office.

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Compressed Air

23. The pressure of compressed air used for cleaning purposes must be reduced to 30 psi or less. Compressed air must not be used for cleaning or blowing dust from any part of the body or clothing. Compressed air equipments must never be pointed at a person.
24. All compressed air driven systems (including sandblasting) must be equipped with a constant-pressure switch or control that shuts off the airflow when released by the user.
25. Compressed air hoses must have quick-release couplings at either end. No other connection apart from quick-release couplings is allowed (i.e. internal jointing sleeves & 14 gauge wire).
26. Air line hoses for tools and other equipments shall be secured by a "whip-check" (Figure 1) to prevent uncontrolled whipping in the event that the hoses come apart under pressure.



Figure 1 – "whip-check"

27. Air supplying hoses exceeding 1/2 inch (1.2cm) internal diameter must be protected by excess flow valves.
28. Air lines shall be protected from damage, inspected regularly, and maintained in a good condition.
29. Suitable hearing protection must be worn when using compressed air equipment

Fuel powered or driven

30. Gasoline powered tools shall not be used in unventilated areas. Fuel will only be dispensed from approved safety cans with the use of a proper funnel once the engine has cooled. These safety cans will be properly labeled and stored, and be constructed of metal or some other anti-static material.
31. Adequate hearing, hand and eye protection must be used for all petrol driven tools (concrete breakers / hammers / chisels / compactors, etc...) as per manufacturer's instructions.

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- 32. Persons who operate ground compactors, pedestrian rollers, chisel-impact hammers and other such tools must wear safety boots.
- 33. Operator's exposure times to motorized vibrating equipments should be limited as per manufacturer's guidelines.
- 34. All rotating parts to manufacture supplied guards.
- 35. All equipments must be drained of fuel when put in storage or for repair.

Powder Actuated

- 36. Job Hazard Analysis shall be completed prior to any task that requires or includes the use of powder-actuated tools.
- 37. Only competent persons shall use powder-actuated tools. Each employee using such tools shall carry proof of training at all times.
- 38. Full control shall be kept of powder actuated charges. Each cartridge shall be accounted for and properly stored in a secure manner. No live or spent cartridges shall be left on the ground or disposed of in Project waste bins.
- 39. The use of powder-actuated tools is prohibited in explosive or flammable atmospheres.
- 40. Only powder-actuated charges, studs, pins or fasteners so designed and recommended by the manufacturer for use in a specific tool shall be used. All tools and accessories must be compatible, cross use of accessories with tools is prohibited.
- 41. Store keepers are to keep a log of all cartridges issued, and all spent or unused cartridges are to be returned to the stores before any further issues take place.
- 42. Signage shall be posted outside the store to indicate the storage of explosive cartridges. The laydown yard drawing should clearly identify location of stored explosives, a copy of which should be kept in the guard house and passed to the emergency services in the event of a fire.
- 43. Personal Protective Equipment (PPE) must be worn for all small tools and equipments in accordance with manufacturer's instructions, the specific task risk assessment and Standard 207 – Personal Protective Equipment.

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