

HAND AND PORTABLE POWER TOOL GUIDELINE

- **Scope**

This policy applies to all RHIT faculty and staff who may use hand and portable powered tools and equipment during the course of work. Faculty and staff must be able to use hand and portable powered tools and equipment safely and shall comply with manufacturer guidelines.

- **Responsibility**

Environmental Health and Safety is responsible for:

1. Ensuring that hand and portable powered tool safety measures are in place according to this program and the applicable OSHA standards;
2. Maintaining training records; and
3. Periodically evaluating program implementation.

Supervisors are responsible for:

1. Ensuring that all hand and portable powered tools and other hand held equipment used at Rose-Hulman are free from defects and are working and maintained properly;
2. Ensuring that tools are used in accordance with manufacturer recommendations;
3. Ensuring that all affected employees have been trained;
4. Ensuring that all affected employees comply with this program;
5. Taking damaged tools out of service immediately if they are defective; and
6. Conducting periodic inspections of work areas.

- **Employees are responsible for:**

1. Attending required training programs;
2. Inspecting hand and portable powered tools and equipment for defects or possible hazards prior to use
3. Tagging any defective tools as out of service immediately; and
4. Reporting any defects to their supervisor immediately.

- **Training and Recordkeeping**

All employees shall be trained in the proper use of tools prior to using hand and power tools and other hand-held equipment. Employees shall be trained in the following:

1. Recognition of the hazards associated with different types of tools and the safety precautions necessary for use;
2. The PPE required during use; and
3. The proper use of hand and power tools and other hand-held equipment.

Employees shall be retrained as necessary to maintain their understanding and knowledge on the safe use of hand and power tools and other hand-held equipment.

- **General Safety Requirements**

Tools and equipment shall be kept in safe condition. The following help prevent hazards associated with the use of hand and power tools:

1. Keep all tools in good condition with regular maintenance;
2. Use the right tool for the job;
3. Inspect each tool for damage before use;
4. Never use damaged tools - take damaged tools out of service immediately;
5. Operate tools according to the manufacturers' instructions; and
6. Use the proper personal protective equipment (PPE).

Authorized applicator



subject to Vadodara jurisdiction



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