

**TOOL SAFETY**  
SAFETY

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Policy:

Ensure that power and hand tools are used and maintained according to prevailing standards.

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Prevailing Codes and Standards:

TJC EC 01.01.01, LSUHSC Hospital Safety Manual

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Procedure:

**I. POWER TOOLS**

- A. Supervisor will inspect all new power tools before issuing them to the worker.
- B. Tools will be inspected on an annual basis, and those found to be defective must be repaired or replaced.
- C. Standard Safety Practices
  1. Power tools must have a three prong grounded electrical cord or be double insulated.
  2. Before operating any electrical power tool, inspect the power cord and tool casing for damage.
  3. Use only hospital grade connectors and outlets.
  4. Do not use multiple outlet adapters.
  5. Periodically check the brushes for wear and replace as needed.
  6. Unplug the power tool before installing or removing accessories.
  7. Do not disconnect a plug from the wall by grasping the power cord and pulling.
  8. Use the tool for its intended purpose only.
  9. Never operate an electrical power tool while standing in water.
  10. Safety guards must be used.
  11. Use eye protection.
  12. Ensure the power cord is not in the path of the work when operating the tool.
  13. Extension cords are to be used for temporary power source during specific maintenance/construction related duties.
  14. Do not operate any power tool accessory beyond its rated speed.
  15. Clean the tools as needed.
  16. Read the operators manual before operating power tool for the first time.

**II. HAND TOOLS**

- A. Use the tools for their intended purpose only.
- B. Wear eye protection when using a striking tool.
- C. Keep cutting edges on tools sharp.
- D. Defective tools are to be replaced if repair is not possible.

- E. Use adjustable wrenches correctly.
- F. Keep tools cleaned and functional.
- G. Replace the striking tool handles when they become cracked or when the heads are loose.
- H. Do not use pipe wrenches, pliers or other equipment damaging tools to remove nuts and bolts.
- I. Do not use cheater bars to help tighten bolts.
- J. When using striking tools ensure that hands, feet and other workers are clear of the hitting area.
- K. Wear hand protection as required.
- L. Do not use a shovel as a prying tool.