## SAFE OPERATION OF EQUIPMENT AND POWER TOOLS

To ensure the health and safety of our employees, <Company Name>has adopted and implemented this Safe Operations of Equipment and Power Tools Procedures/Policy.

<Company Name> ensures all tools shall meet CSA Standards:

* inspected prior to use
* be used properly and in a safe manner
* be used for the application it was designed for
* understand the manufacturer’s instruction booklet
* do not remove or modify fixed safeguards,
* ensure all safeguards are in place & functioning prior to each use
* must be equipped with a constant pressure switch to shut off power when pressure is released
* inspect tools, power cords & electrical fittings for damage prior to each use
* ensure all electrical connections & wiring follow applicable electrical codes
* use GFCI on all outdoor electrical receptacles, in wet environments or in confined spaces
* do not handle energized cords or tools when hands or feet are wet
* keep power cords clear of tools while in use
* ensure power cords do not become trip hazards
* switch tools off before connecting to a power supply
* repair, replace or remove from service any damaged tools (see Inspection and Maintenance Records)
* wear appropriate personal protective equipment (PPE) for the job (safety glasses, hearing protection & gloves fit for use)
* remove loose fitting clothing, jewelry, ties & tie back long hair that may accidentally get tangled in rotating equipment
* clamp or anchor items to prevent it from slipping
* do not overload tools
* hand-held circular saw must have a guard that automatically adjusts to the thickness of the material being cut & covers the cutting area of the blade when the saw is removed from the material
* prior to drilling into walls or the ground, accurately determine and mark the location of utilities

**Training**

<Company Name> ensures a machine or piece of equipment shall only be operated by authorized persons.

A person shall not be authorized to operate a machine or piece of equipment until:

* the person has been adequately instructed and trained
* has demonstrated the ability to safely operate it
* All employees receive instruction on proper use of power tools, the required PPE, recognize unsafe conditions & how to control or eliminate any hazards.

**Inspection and Maintenance Records**

When legislation requires a machine or piece of equipment to have an inspection and maintenance record, the following shall be implemented:

* An effective written or other permanent recording system or log shall be immediately available to the equipment operator and any other person involved with inspection and maintenance of the equipment
* The recording system shall identify the make, model and serial number of the equipment, the work done, the status of the equipment or machine for further use
* The records shall be kept for the duration of the service life of the machine or equipment

**Flammable Vapours**

Portable electrical and battery-operated tools may be capable of igniting flammable vapours.

Workers shall use a “hot work permit” when working near a potential source of flammable vapours or work 50’ away from potential flammable vapours.