











Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	C	After Controls	C
Description:	Activities that require the use of power or hand tools.					
Location(s):	Office, Shop, Asphalt Plant & Construction Projects					
Associated Documents: Hazardous Agents WTS						

## RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If there is a guard missing, or broken cords and plugs – do not commence work

## PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)
- Additional PPE - Eye protection is required when completing tasks that may cause debris / objects to dislodge or become airborne

## SAFE WORK PRACTICES (SWP)

General Powered and Hand Tool Practices:

- All portable electric tools shall be grounded unless they are powered by a self-contained battery or are double insulated
- Ensure that the tool is the right size and has sufficient power for the specific job
- Hold the tool close to body, do not overreach
- Use the tool for its intended purpose only
- Always switch off the tool before removing it from the power source - do not disconnect the power supply by pulling on the power cord
- Do not leave a power tool running unattended, ensure that it has been turned off and has stopped running
- Disconnect the power source before making any adjustments, changing accessories, or attempting to clear jammed machinery
- Do not carry electrical tools by the power cord
- Keep all cutting tools and accessories sharp, clean and well maintained
- Pull the plug not the cord when removing the plug from the receptacle
- Power and hand tools must be adequately grounded - do not break the third prong (the ground pin) off a plug
- Insert plugs fully so that no part of the prongs is exposed when the tool is in use

Storage:

- Properly store the battery according to manufacturer's specifications and instructions
- Charge the batteries in the appropriate recommended chargers only
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Housekeeping:

- All extension cords are to be placed in such a way that they will not be a tripping hazard
- Keep access / egress, walkways, halls and stairs clear of tripping hazards (i.e. electrical cords)
- Refer to Housekeeping WTS for more information

## Weather Consideration:

- Do not use in damp or wet conditions unless the tool is connected to a ground fault circuit interrupter (GFCI)
- Do not expose electric power tools to wet conditions or rain

## Inspections:

- All workers must conduct visual pre-use inspections of tools & cords
- Tools must be adequately grounded (i.e. ensure they cord is not missing the ground pin)
- Never use a cord that feels hot or is damaged in any way (i.e. frayed, cut or spliced cords)
- Inspect tools to ensure they have the proper guards, shields and safety devices intact
- All exposed moving or rotating parts must be adequately guarded
- Do not use defective tools, remove them from use and inform your foreman / superintendent - they will arrange for the equipment to be serviced

## Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- All tool operators must be competent, and hold valid certifications for specific pieces of equipment where required by applicable legislation
- Any repairs to tools or equipment shall be completed only by qualified people

## Personal Protective Equipment:

- Wear the appropriate personal protective equipment for the job at hand (i.e. safety glasses, hearing protection, respirator etc...)
- Do not wear loose clothing, jewellery while using revolving power tools (ensure hair is tied back)

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
			<div>A</div> High risk of injury or equipment / property damage.
			<div>B</div> Medium risk of injury or equipment / property damage.
			<div>C</div> Low risk of injury or equipment / property damage.
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
• Material Exposure to Weather	C	• Electrical cords used in damp locations are to be GFCI protected	C
• Equipment Failure / Lack of Inspection	C	• All tools and extension cord users must conduct visual pre-use inspections • Damaged tools and extension cords must be taken out of use, and reported to the Foreman / Superintendent • Use the tool for its intended purpose only • Power and hand tools, shall be operated as per the manufacturer's instructions	C
• Slip and Trip Hazard / Lack of Planning	C	• Extension cords must be stored in a way that does not limit or restrict access and egress pathways • Secure cords when located on floors in high traffic areas	C
• Electrocution	C	• Extension cords shall be operated and maintained as per the manufacturer's instructions • Ensure power and hand tools, do not have damaged cords • Disconnect power source before making any adjustments or changing accessories	C
• Lack of Training	C	• All power and hand tools, operators must be competent, and hold valid training certifications for specific pieces of equipment where required by applicable legislation.	C