











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	
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