Policy Name: HAND AND PORTABLE POWER TOOL POLICY

Policy Applies to: All Associates, contractors, temporary associates, and vendors

Prepared by	**Effective Date**
Risk Management Department	August 24th, 2026

Purpose:

This document is designed to define and establish a policy for managing the hazards from use of hand or power tools which associates, contractors, temporary associates, and vendors (hereinafter referred to as associate) may interact, safe handling procedures and measures to protect themselves, in compliance with OSHA standard 29 CFR 1910.1200.

Scope:

This Policy applies to all handling or usage of hand or power tools by associates working at PODS facilities and covers site-specific practices or requirements for safe hand and portable power tool operation and maintenance.

The Policy applies to (list non-exhaustive):

- Hand-held tools and portable equipment with point-of-operation hazards or physical defects such as broken handles, mushroomed heads, or dull edges that may cause an injury to the user
- Knives, axes, shovels, hammers, chisels, jacks and/or paper cutters
- Portable power tools supplied by energy (e.g., electric, pneumatic, hydraulic, powder-actuated, explosive-actuated, and compressed air)

Definitions:

Hand tool: A tool that is non-powered or operates only through physical exertion by hand (e.g., axes, screwdrivers, wrenches, pliers, tin snips, and paper-cutting boards in offices) (list non-exhaustive).

Point of operation: The area of a tool where the work is performed, which may expose the associate to injury if defective or not properly guarded.

Portable power tool: A portable tool that requires a power source to operate, such as electric, pneumatic, liquid fuel, hydraulic, explosive-actuated, and powder-actuated device, or power supply. Examples of regulated portable power tools are portable abrasive wheels and grinders, lawn mowers, powered drills, portable circular saws, portable belt sanding machines, explosive-actuated fastening tools, jacks, and abrasive blast cleaning nozzles. (See Lock-Out/Tag-Out policy)

Responsibilities:

Each associate who may interact with hand and portable power tools and equipment in use at the facility shall receive training on this policy that includes engineering controls, tool safeguards, communication of hazards and solutions, and personal protective equipment (PPE).

Locations' Market Manager, Territory Manager, Production Manager, or another authorized associate:

- Anticipate and identify hazardous conditions regarding hand/power tools
- Inspect areas to ensure that this policy is being adhered to
- Ensure associates are trained on:
    - safety awareness
    - proper inspection, use and maintenance of each tool in accordance with the manufacturer's instructions
- Provide additional on-the-job (OJT) training if the associate is not familiar with the equipment
- Maintain training records, maintenance documentation, and inspection records

- Ensure that all hand and portable power tool equipment in use are safe and maintained properly
- Remove defective hand or portable power tools from service.

Associates: All Associates who use hand and portable power tools will:

- Anticipate work hazards
- Understand and follow the hand and power tool safety procedures identified in this Policy
- Follow safety guidelines for the use of hand/power tools and according to manufacturer's instructions
- Utilize appropriate PPE while utilizing equipment
- Inspect hand and portable powers tool before use
- Refrain from using damaged hand or portable power tools
- Use the right tool for the job
- Immediately pull damaged tools from use and report them to a Locations' Market Manager, Territory Manager, Production Manager, or another authorized associate
- Not tamper with or remove safety guards

General Safety Requirements: (See PODS Personal Protective Equipment (PPE) and Lock-Out/Tag-Out (LOTO) Policies for specific requirements for hand and power tool use).

Personal Protective Equipment (PPE)
Associates using hand and power tools may be exposed to falling, flying, abrasive and splashing objects, flying dusts, fumes or mists, vapors, or gases, and should be fitted with the appropriate PPE necessary to protect them from hazards. (See PODS Personal Protective Equipment policy).

Hazard Assessments: The Locations' Market Manager, Territory Manager, Production Manager, or another authorized associate will ensure that a Job Hazard Assessment (Exhibit A) and Personal Protective Equipment (PPE) Hazard Assessment Certificate (Exhibit B) is conducted in each work area where hand and portable power tools may be used.

The assessment will identify hazards that could expose associates to:

- Flying objects
- Electric shock
- Sparks
- Punctures or lacerations
- Crushing forces

Once hazards are identified, the Locations' Market Manager, Territory Manager, Production Manager, or another authorized associate will recommend appropriate control measures (elimination, substitution, engineering, and/or administrative) and provide guidance on appropriate PPE selections when a hazard control is not feasible or satisfactory.

Hearing Protection
Hearing protection is recommended when using power tools.

Tool Maintenance
All hand tool and portable power tools and similar equipment, whether furnished by PODS or by the associate, will be maintained regularly and kept in a safe working condition.

Housekeeping

- Floors shall be kept free and clear of all debris and clean and dry to prevent slips and falls
- Extension cords will be used as needed for temporary power only and must be stored properly when not in use
- Waste will be disposed of in the appropriate receptacles
- All work areas and walkways will be well lit

Associate Training

Each associate authorized to work on equipment identified in this policy for set-up, maintenance, installation, or other reason, shall receive training on the hand and power tool policy and procedures. All associates will receive initial and supplementary training as needed to fully understand their responsibilities under this policy.

Oversight and Monitoring

Requirements and performance under this procedure are closely monitored by the Human Resources Department, Business Unit Leaders, Safety Manager or Risk Management. Additionally, policy compliance audits will be performed by the Internal Audit Department.

Questions/ Comments

Any questions or comments surrounding this policy should be forwarded to the Director of Risk Management.