Policy Name: HAND AND PORTABLE POWER TOOL PROCEDURES

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 provide guidance 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 and in association with PODS Personal Protective Equipment (PPE) and Lock-Out/Tag-Out (LOTO) policies.

Equipment Procedures:

Hand Tools

Hand tools are non-powered or operate only through physical exertion by hand. The greatest hazards posed by hand tools result from misuse and improper maintenance. Hand tool precautions include the following:

- Use the right tool for the job
- Saw blades, knives, and other sharp tools will be directed away from aisle areas and other associates working in proximity
- Knives and scissors will be kept sharp; dull tools can be more hazardous than sharp ones
- Only spark-resistant tools made from brass, plastic, aluminum, or wood will be used around flammable substances.
- Wrenches, including adjustable, pipe, box-end, and socket-style wrenches, will not be used when the jaws or socket are stripped or sprung in such a way that slippage occurs
- Impact tools such as drill pins or punches, wedges, and chisels will be kept free of mushroomed heads
- Wooden-handled tools will be kept free of cracks and splinters and will be kept tightly attached to the working end of the tool
- Tools will be stored in appropriate storage areas when not in use

Portable Power Tools

A portable power tool is one that requires a power source to operate, such as electric, pneumatic, liquid fuel, hydraulic, explosive-actuated, and powder-actuated device, or power supply. Power tools can be hazardous if used improperly.

Examples of regulated portable power tools include:

- Portable abrasive wheels and grinders
- Powered drills
- Portable circular saws
- Portable belt sanding machines
- Explosive-actuated fastening tools
- Jacks
- Abrasive blast cleaning nozzles

Power tool general precautions include the following:

Read the owner's manual to understand the tool's proper applications, limitations, operation, and hazards

- Use the right tool for the job
- Inspect tools prior to each use
- Inspection will include the power cord and plug
- Wear proper eye and face protection while operating power tools
- Never carry a tool by the cord or hose
- Never yank the cord or the hose to disconnect it from the receptacle

- Never stand in or near water when operating tools
- Keep cords and hoses away from heat, oil, and sharp edges
- Electric power tools will be either three-wire grounded or double-insulated and must be listed by Underwriters' Laboratories or another recognized listing agency
- Disconnect tools and ensure a zero-energy state when not in use, prior to servicing and cleaning, and when changing accessories such as blades, bits, and cutters
- Keep unauthorized persons away from the work area by using signage, barricades, stanchions, keyed access, etc.
- Avoid accidental starting; do not hold fingers on the switch button while carrying a plugged-in tool
- Maintain tools with care; keep them sharp and clean for best performance
- Never leave tools unattended with parts still moving; even after the machine is turned off, some parts may still be capable of moving
- Maintain good housekeeping practices by keeping the work area free of debris or other items that can get caught in tools or power equipment
- Maintain good footing and balance when operating power tools
- Do not wear loose clothing, ties, or jewelry when operating portable power tools; such items can become caught in moving parts
- Remove all damaged or defective portable electric tools from use and tag them: "Do Not Use." If not repairable, cut off power cord and discard/recycle
- Always plug cord-connected, hand-held electric tools into ground-fault circuit interrupter (GFCI)-protected receptacles or in compliance with the facility's assured electrical grounding conductor program
- Cup wheels (Types 6 and 11) will be protected by safety guards or special "revolving cup guards" which mount behind the wheel and turn with it. They will be made of steel or other material with adequate strength and will enclose the wheel sides upward from the back for one-third of the wheel thickness
- The maximum angular exposure of the portable grinding wheel periphery and sides for safety guards used on other portable grinding machines will not exceed 180° and the top half of the wheel will always be enclosed
- Belt sanding machines will be provided with guards at each nip point where the sanding belt runs onto a pulley
- Never clamp a hand-held grinder in a vise
- When operating a riding-rotary mower, never make sharp turns at high speeds, especially on a hill. Never put hands or feet under a running mower
- Always shut off the mower and disconnect the spark plug before servicing or reaching under the mower deck

Guards (Per LOTO Policy)

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded if such parts are exposed to contact by associates.

Guards, as necessary, shall be provided to protect the operator and others from the following:

- Point of operation
- Nip points
- Rotating parts
- Flying chips and sparks

Power tool guarding precautions include the following:

- Always consult Local Manager when the manufacturer recommendations for guarding a specific power tool are not available or cannot be implemented
- Guards **must not be removed or bypassed** unless the power tool is unplugged or locked out (See LOTO policy) from the power source and is in a zero-energy state
- Notify a Local Manager immediately when any unguarded moving parts or dangerous points of operation are observed. **Stop work and shut down** the tool until the condition is corrected.

- **Do not use unauthorized or damaged guards**
- **Operate power tools only when all guards are in place** and properly attached according to the manufacturer's recommendations and are functioning properly
- If a guard is damaged, bypassed, or missing, the tool will be removed from service and tagged with "Do Not Use" until repairs can be made.

Safety Switches
All hand-held power tools will be fitted with any one of the following safety switch methods as appropriate for the tool:

- A momentary contact "on-off" control
- A lock-on control if turnoff can be accomplished by a single motion of the same finger or fingers that turn it on
- A pressure switch which requires constant pressure to run and will shut off when the pressure is released, such as required for hand-held gasoline-powered chain saws

Electric Tools
Portable electric tools will be of the approved double-insulated type and used with an approved grounding device such as a GFI (Ground Fault Indicator) to prevent the unlikely event of an electrical shock.

Electric-power operated tool precautions include the following:

- Never use electrical cords for hoisting or lowering tools
- Unplug the power cord by pulling on the plug rather than pulling on the cord
- Keep cords and hoses away from heat, oil, and sharp edges
- Operate electrical tools only within their design limitations
- Wear gloves and safety footwear as appropriate during use of electric tools
- When not in use, store electrical tools in a dry place
- Do not use electrical tools in damp or wet locations without authorization and proper precautions taken to prevent electrical shock

Pneumatic Tools
Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.

Pneumatic tool precautions include the following:

- Pneumatic power tools will be secured to the hose or whip by some positive means such as a tool retainer to prevent the tool from becoming accidentally disconnected
- Safety clips or retainers will be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled
- Eye protection is required, and face protection is recommended for Associates working with pneumatic tools
- Use appropriate hearing protection when working with noisy tools such as jackhammers
- Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills
- The safe operating pressure stated by the manufacturer will not be exceeded
- Pneumatic powered tools will be secured to the hose or connection by a positive means to prevent them from being accidentally expelled
- Hoses will not be used for hoisting or lowering
- All hoses exceeding ½ inch inside diameter must have a safety device to reduce pressure should the hose fail
- All pneumatically driven nailers, staplers, and other similar tools provided with automatic fastener feeds which operate at more than 100 psi pressure to the tool will have a safety device on the muzzle end to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface
- A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.

- Compressed air guns must never be pointed toward anyone. Users must never "dead-end" the gun against themselves or anyone else
- Eye protection must be worn when operating a compressed air gun per PPE Policy
- Supplied compressed air will not be used for cleaning purposes except when reduced to 30 pounds per square inch (psi) and then only with effective chip guarding and with proper PPE.
- Airless spray guns which atomize paints and fluids and operate at pressure of 1,000 psi or more will be equipped with an automatic or visible manual safety device which prevents the accidental pulling of the trigger to prevent the release of paint or fluid until the device is manually released
- Instead of the safety device, the gun may be equipped with a diffuser nut which will prevent high pressure and high velocity release while the nozzle tip is removed, plus a nozzle tip guard, or other equivalent protection, which will prevent the tip from coming into contact with the operator
- Abrasive blasting nozzles will be equipped with a valve which must be activated manually for operation and a holding rack for non-operation. The nozzle will be mounted on a support when it is not in use.

Hydraulic Power Tools
The fluid used in hydraulic powered tools will be fire-resistant and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings will not be exceeded.

Jacks
A jack is an appliance for lifting and lowering or moving horizontally a load by application of a pushing force. Jacks may be lever and ratchet, screw, and hydraulic.

- The manufacturer's rated capacity for the jack will be legibly marked on all jacks and will not be exceeded. All jacks will have a positive stop to prevent and stop over-travel
- When providing a firm foundation, the jack base, as well as the cap, will be blocked or cribbed to prevent slippage
- Where there is a possibility of slippage of the metal cap of the jack, a wood block shall be placed between the cap and the load
- Jacks will be maintained according to the manufacturer's recommendations and inspected at least every 6 months and prior to use
- For jacks subjected to abusive conditions such as freezing, load shock, or extreme heat, the jack will be examined for possible defects
- Any jack found damaged or defective will be removed from service immediately and tagged with a "Do Not Use" tag (Per LOTO Policy). It is not being used until repaired by a person qualified to perform such repairs

Fuel-Powered Tools. All fuel-powered tools will be stopped during refueling, servicing, or maintenance.

- Fuel will be transported, handled, and stored in accordance with USEPA and USDOT rules and procedures
- When fuel-powered tools are used in enclosed spaces, the applicable requirements for toxic gas monitoring and use of PPE will be applied

Powder-Actuated Tools
Powder-actuated tools are also known as "explosive-actuated." Such tools are actuated by explosives or any similar means, and propel a stud, pin, fastener, or other object for the purpose of affixing it by penetration to any other object.

Only associates who have been trained in the safe operation of the particular powder-actuated tool in use will be allowed to operate a powder-actuated tool.

Powder-actuated tool precautions include the following:

- Inspect the tool prior to use
- Any tool found not in proper working order, or which develops a defect during use, will be immediately removed from service, tagged "Do Not Use" (as per LOTO Policy) and not used until properly repaired by an authorized provider

- Tools will not be loaded until just prior to the intended firing time. At no time, loaded or unloaded, are the tools to be pointed at any associates
- Hands will be kept clear of the open barrel
- Loaded tools will not be left unattended or be accessible to unauthorized persons
- Tools will not be used in an explosive or flammable environment
- In case of a misfire, the operator will hold the tool in the operating position for at least 30 seconds and then try to operate the tool a second time. The operator will wait another 30 seconds, holding the tool in the operating position, then proceed to remove the explosive load in strict accordance with the manufacturer's instructions
- Fasteners will not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile
- Driving into materials easily penetrated will be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying-missile hazard on the other side
- Fasteners will not be driven directly into materials such as brick or concrete closer than 3 inches from the unsupported edge or corner or into steel surfaces closer than ½ inches from the unsupported edge or corner, unless a special guard, fixture, or jig is used. (Exception: Low-velocity tools may drive no closer than 2 inches from an edge in concrete or ¼ inches in steel)
- When fastening other materials, such as a 2- by 4-inches wood section to a concrete surface, it is permissible to drive a fastener of no greater than 7/32-inch shank diameter not closer than 2 inches from the unsupported edge or corner of the work surface
- Fasteners will not be driven through existing holes unless a positive guide is used to secure accurate alignment
- No fastener will be driven into a spalled area caused by an unsatisfactory fastening
- Driving into materials easily penetrated will be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side

Associate Training

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

Periodic Inspections

To ensure the hand and power tool procedures remain viable and effective and to assure the procedures are being followed, an annual inspection of the program and procedures will be performed. The inspection will be carried out by the locations' Market Manager, Territory Manager, Production Manager, or other authorized associate who does not actually utilize the hand and power tool procedure.
The periodic inspection will be conducted in a manner to document and identify the following:

Name/Department	Adequacy of Devices	Title/Duty	Name of Machine/ID	Type of Lockout Device	Date Evaluated

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.