

Title: Hand Held and Powered Hand Tools Procedure
Effective Date: November 2005
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Issuing Authority: VP, Facilities and Construction Management
Responsible Officer: Director Environmental Health and Safety

PURPOSE OF THE PROCEDURE

To minimize the incidence of employee injuries from the use of hand held and powered hand tools.

SCOPE OF THIS PROCEDURE

To minimize the incidence of employee injuries from the use of hand held and powered hand tools.

WHO NEEDS TO KNOW THIS PROCEDURE

All New York University academic, commercial and residential facilities.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety

EHS will provide general guidance on powered and hand tools as needed for applicable departments that use tools.

Facilities Manager, Department Manager, Construction Manager and Supervisors

The supervisor shall be responsible for the safe practice of all processes involving hand held and powered hand tools. Applicable regulations shall be followed. (Note: for practical purposes, the term "tool" shall mean powered and non- powered tools unless otherwise designated)

RESPONSIBILITIES

Training:

1. Each operator/user shall be well trained in and familiar with all hand tools and work procedures used in their respective job assignment(s).

Personal Protective Equipment:

1. Goggles and face shields that give maximum eye protection shall be worn to protect the operator/user from flying particles that may result from activities involving hand tools.
2. Ear protection should be worn when using loud equipment

Tool Maintenance:

1. The supervisor should periodically inspect all tools for defects and wear.
2. All tools should be periodically cleaned.
3. Tools that have the following conditions shall not be used; they shall be repaired to meet factory specifications or replaced with new tools:
 - a. cracked or worn jaws on wrenches;
 - b. broken, split, or dull points on screwdrivers;
 - c. broken handles on impact tools and screwdrivers;
 - d. striking faces on impact tools are "mushroomed";
 - e. dull cutting edges; or
 - f. extension cords on tools have broken plugs or damaged cord insulation.

Usage of Tools:

1. The operator/user must select the correct tool for each job.
2. "Make shift" tools are not allowed. When work requires specialized tools, they shall be provided and kept available.
3. Spark resistant tools made of non-ferrous materials (e.g., beryllium copper alloy) shall be used when working near flammable gases, volatile liquids and other explosive substances.
4. The power supply to powered hand tools shall be disconnected prior to changing parts or servicing the tool.
5. Power tools shall be listed by Underwriters Laboratories Inc. (UL listed).
6. All power tools shall be grounded if there is not a built-in ground.

Carrying Tools:

1. Tools shall be carried in such a manner that they will not interfere with the operator's/user's use of both hands and legs while climbing ladders.
2. A strong bag, bucket or similar container shall be used to hoist tools from the ground to the job and vice versa.
3. Tools shall not be kept in pockets of either an operator's/user's shirt or pants.
4. Tools shall not be dropped from a work area.
5. Tools shall not be laid on overhead piping or the top of ladders.
6. Hand tools shall be carried in a toolbox, cart, and tool belt or in the hand with points and cutting edges away from the body and pointing downward.
7. Tools shall be handed, not thrown, to a co-worker with the handle of the tool toward the receiver, preferably

in their carrying case.

Storage of Tools:

1. Tools shall be stored in a clean, dry area to prevent unnecessary deterioration.
2. Tools shall be kept in an area accessible to operators/users.
3. Where possible, tools should be kept in their original case or protective sheath.
4. Tools that are not being used should be returned to their proper storage location.
5. Tools shall never be left unattended

RELATED POLICIES

NYU Environmental Health and Safety Procedure

RELEVANT RESOURCES

OSHA Tools – Hand and Power 1926.302

OSHA Power-operated Hand Tools 1910.244(b)