

SECTION XV: HAND AND POWER TOOLS POLICY

Objective:

- To ensure the safe use, maintenance, and storage of hand and power tools, thereby preventing injuries and accidents in the workplace.

Scope:

- This policy applies to all employees at Nth Degree who use, handle, or are exposed to hand and power tools during their work activities. Only employees of Nth Degree and individuals directly hired by Nth Degree are authorized to use hand and power tools. No other individuals or subcontractors are permitted to use these tools.

Responsibilities:

- Management: Provide suitable tools for tasks, ensure tools are maintained in good condition, and enforce compliance with the tools policy.
- Director of Safety: Develop and update the Hand and Power Tools Policy, oversee tool safety training, and conduct regular inspections of tools and equipment.
- Supervisors: Ensure employees are trained in the safe use of tools, monitor the condition of tools, and address any unsafe practices or conditions.
- Employees: Use tools safely and as intended, inspect tools before use, report any defects or damage, and follow all safety guidelines and instructions.

General Safety Guidelines:

- Always use the right tool for the job. Do not use tools for purposes other than those for which they were designed.
- Inspect tools before each use to ensure they are in good working condition. Do not use damaged or defective tools.
- Wear appropriate personal protective equipment (PPE) as required, such as safety glasses, gloves, or hearing protection.
- Keep work areas clean and well-lit to prevent accidents.
- Disconnect power tools when changing accessories or when not in use.

Safe Use of Hand Tools:

- Use tools with handles that are in good condition and free from splinters or cracks.
- Keep cutting tools sharp and covered when not in use.
- Do not carry sharp or pointed tools in your pocket.

Safe Use of Power Tools:

- Use power tools only if you are trained and authorized.
- Ensure guards and safety devices are in place and functioning properly.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Avoid accidental start-up by keeping fingers away from switches when carrying plugged-in tools.

Maintenance and Storage:

- Clean and maintain tools regularly to keep them in safe working condition.
- Store tools properly when not in use to prevent damage and reduce the risk of accidents.

Training:

- Provide training for all employees who use hand and power tools, covering the safe operation, maintenance, and storage of tools.

Review and Update:

- The Hand and Power Tools Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with current safety standards and regulations.