

Hand and Power Tools	S.O.P. 3N		Page 1 of 2
	10/01	Rev. 1	
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Approved By:			
STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. To define a Standard Operating Procedure for the selection and inspection of personal hand tools on the jobsite.
- B. It is the policy of this company to provide a safe and healthy work environment. All personal hand tools on the jobsite either employee furnished, job made or company provided will comply with the following guidelines.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3A, Electrical Safety
- B. S.O.P. 3G Personal Protective Equipment
- C. S.O.P. 5D Industrial Noise and Hearing Conservation
- D. Personal Protective Equipment Field Training Module
- E. Hearing Conservation Field Training Module

III. PERSONNEL RESPONSIBILITY

- A. Supervisor
 - 1. Inspect all personal hand tools (both manufactured and job made) used at the jobsite to determine their safety and use practicality.
 - 2. Remove any personal hand tools found to be unsafe from the jobsite.
- B. Employee
 - 1. Use only tools deemed “safe to use” on the job site.
 - 2. Inspect all hand tools (both manufactured and job made) before each use. All unsafe tools will be red tagged “DO NOT USE” and reported to the employee’s supervisor immediately.

IV. GENERAL REQUIREMENTS

- A. All personal hand tools used at the jobsite will conform to the following minimum guidelines.

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1. All guards will be functional and in place.
2. All power tools shall be properly grounded utilizing a GFCI.
3. All handgrip areas will be free of splits, cracks or sharp points that could injure the employee.
4. Hand grips will be firmly attached to prevent blades from slipping or falling.
5. Will be inspected prior to use.
6. All unsafe personal hand tools will be immediately repaired or removed from the jobsite.
7. Tools returned to the warehouse for repair will have a red tag that states "DO NOT USE" and indicates what repairs are needed.
8. Tools beyond repair will be removed from the jobsite and have a brown tag that states "Beyond Repair".