

Policy Number – 71		
Effective Date: 5-28-13	Resolution No. 190-13	Last Update:
Title : Tool and Power Tool Safety		April 2013

## **POLICY STATEMENT**

The use of hand tools and power tools/equipment is a common part of many jobs conducted by Cayuga County employees. Because the use of these tools and equipment is so common in the workplace, it is easy for individuals to forget or to underestimate the hazards associated with their use.

Cayuga County has a sincere concern for the welfare and safety of all County employees and the public they serve, with the goal of eliminating suffering and the cost of avoidable personal injury and illness. The County is dedicated to assuring that every job is conducted safely, and that operational expediency, including the use of short cuts, does not compromise the safety and well being of employees and the public.

This Policy is applicable to all County Departments that possess for use by their employees (or other persons under the direction of County employees), hand tools, and power tools (stationary and power hand tools) regardless of the frequency of use or the magnitude of the work being completed.

## **GENERAL**

Under 29 CFR 1910.242, the County is responsible for the safe condition of tools and equipment used by County employees, including tools and equipment which may be furnished by employees.

Some of the associated regulations that pertain to this policy include:

- 29 CFR 1926.300 – Tools – Hand and Power
- 29 CFR 1926.301 – Hand Tools
- 29 CFR 1910.302 – Power Operated Hand Tools
- 29 CFR 1926 Subpart P – Hand and Portable Powered Tools and Other Hand Held Equipment
- 29 CFR 1910 Subpart O – Machinery and Machine Guarding

In addition to the above regulations, other associated County policies that may be applicable to this policy include, but are not limited to:

- Fueling and Safe Fuel Handling Policy
- Electrical Safety
- Job Hazard Assessment
- Personal Protective Equipment PPE

This policy will be made accessible to each employee, and each employee will be responsible for reading, understanding the information as it pertains to the tools and equipment that they use during the course of their work. Employees will sign and return the certification form presented as Appendix A indicating that they have read, understand, and agree to comply with the terms set forth in this policy. The completed forms will be maintained by the Department Head.

Appendix B includes Hand and Power Tool Safety information and general procedures and guidelines for a variety of common hand tools, power tools/equipment (hand, portable and stationary) including:

- Hand Tools (hand saws, wood chisels, cold chisels, axes and hatchets, sledgehammers, claw hammers, utility knives, screwdrivers, hand planes, plum bobs, and crow bars)
- Electric Tools (drills, planes, routers, various saws)
- Fuel (generally gasoline) powered tools (quick-cut saws, chain saws)
- Pneumatic Tools (various)
- Powder/Explosion Actuated Tools/Fasteners, and
- Stationary Power Tools (table saw, radial arm saw, band saw, jig saw, wheel grinder/bench grinder, drill press, lathe, bending machine/brake, welding machine/welder, sheet metal shears, milling machine)

The information presented in **Appendix B** is, by design, generic and broadly presents guidelines for the safe operation and maintenance of those tools and equipment.

As described in the following section, employees must be instructed / trained in the safe handling, maintenance and operation of the tools and equipment they use during their work. Appendix B does not and cannot present safe operating guidelines and procedures for all tools/equipment used by County employees, and therefore must be supplemented with information presented in Owner's/Operator's and Safety Manuals provided by the tool/equipment manufacturer.

## **TRAINING**

29 CFR 1926.21(b)(2) stipulates that "the employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

Every employee that uses any hand tools, power hand tools, power equipment (e.g., lawn mowers, trimmers / edgers, leaf-blowers, power washers, wood chippers, wood splitters, electrical generators, etc.) or stationary power tools/equipment (e.g., drill press, bench grinder, scroll saw, power press, automotive vehicle lift, table saw, etc.) during the course of their work must be instructed in the safe use of that tool/equipment. It is every employee's responsibility to read, understand, and follow all maintenance, operation and safety information for the tools and equipment they operate as provided in the manufacturer's owner's or safety manuals. This information will be maintained by the department head in a location that is accessible to the employees in that department.

Training will be provided for by the County. In general, the training will be informal and may be conducted between the employee and the Supervisor. At a minimum, the training will include a review of this policy as it pertains to the tools being used, a review of the specific tool or equipment user's/owner's manual and manufacturer's safety information, the risks/hazards associated with the tool/equipment, the specific procedures that must be followed to minimize those risks/hazards, and Personal Protective Equipment (PPE) appropriate for the use of the tool/equipment. Training will be documented on the Training Record Form that is presented as Appendix C. Training Record Forms and any other training documentation will be maintained by the Department Head.

## **RESPONSIBILITIES AND AUTHORITY**

The following identifies some of the responsibilities for various parties affected by this policy.

### **County Management (County Legislature, Compliance Officer, County Administrator and/or their Appointed Risk Management Committee)**

- Ensuring that Federal, State and Local laws, regulations, codes and ordinances are followed.
- Developing policies, accident prevention methods, procedures and programs.
- Conducting periodic safety inspections of all work locations.
- Assuring that accidents and hazardous conditions are investigated and corrective actions are implemented.

## **Department Heads**

Department Heads are responsible for:

- Identifying the specific jobs or individuals to whom this policy applies.
- Identifying all hand and power tools used by employees in their department.
- Assuring that Operator's manuals and manufacturer's safety information is available for all tools, equipment and vehicles identified in the department.
- Ensuring that safety procedures presented in this and other County policies, as well as in Manufacturer's Operator's and Safety Manuals are implemented and enforced.
- Evaluating all jobs/tasks for potential hazards, and provide appropriate training and PPE to employees who might be exposed to those hazards.
- Observing safety conditions of the department on a regular basis
- Assure appropriate training for supervisors and employees.
- Maintaining training records for all employees that use tools, power tools/equipment, and stationary power tools.

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## **Supervisors**

Due to their constant contact with employees, supervisors must take a primary role in the prevention of accidents and the safety of employees under their supervision. Supervisor's responsibilities include:

- Providing adequate training and instructions to employees that use tools, power tools/equipment, and stationary power tools.
- Providing continuing safety instructions with regard to tools, power tool/equipment, and stationary power tool safety.
- Observing and evaluating the use of tools, power tools/equipment, and stationary power tools by employees and correcting any unsafe conditions or practices and reporting or correcting any found.
- Checking and ensuring that tools and equipment used by employees (including tools and equipment provided by the employee) are properly maintained and in safe operating condition.
- Checking and assuring that employees are properly using appropriate PPE for safe operation of tools and equipment.
- Remove from service, any tool or equipment that is not safe.
- Promptly investigating all accidents and completing required reports.
- Encouraging employees to report all unsafe conditions and practices.
- Being familiar with and enforcing all safety procedures and practices applicable to work done by their employees.

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## **Employees**

Employee responsibilities include:

- Reading, understanding and following the procedures and practices outlined in this policy.
- Wearing the appropriate PPE for safe operation of tools and equipment.
- Reading, understanding and complying with owner's manuals and manufacturer-provided safety information before using tools, power tools/equipment, and stationary power tools.
- Immediately reporting all work related accidents, fuel spills, fires, and injuries to their supervisors.
- Immediately reporting all unsafe conditions and practices to their supervisors and/or Department Head and/or County Administrator.
- Attending appropriate training as recommended by their supervisors.

# APPENDIX A

## CAYUGA COUNTY

### HAND AND POWER TOOL SAFETY POLICY/ EMPLOYEE TOOL/EQUIPMENT TRAINING RECORD FORM

I certify that I have read, understand, and agree to comply with the terms set forth in this policy. I further understand that if I have questions regarding the information provided in this policy, I can request such information from my Supervisor, or Department Head.

Employee Name (printed): \_\_\_\_\_

Department: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The employee identified above has received training on the safe use and maintenance of the hand tools, power tools, and stationary power tools/power equipment identified in the table below.

This training included:

- Hazards associated with use of the tool/equipment
- Safe Handling/Operating Instructions – Employee has read/reviewed the user’s manual and manufacturer’s safety information.
- Proper Personal Protective Equipment (PPE) to be worn during handling and operation
- Refueling (if applicable) – Employee has received Cayuga County’s Fueling and Fuel Handling Safety Policy
- Guards and Shields (if applicable) – Employees are not to operate equipment if manufacturer-installed guards or shields have been removed or otherwise been modified.
- Electrical safety (if applicable)
- Other \_\_\_\_\_

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Training Date	Tool – Make and Model	Employee Signature	Trainer Signature



**APPENDIX B**

**CAYUGA COUNTY**

**HAND, POWER TOOL, AND STATIONARY**

**POWER TOOL SAFETY**