



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – TOOLS & EQUIPMENT:

1.0 Scope and Application

This policy has been developed to provide safe work practices and procedures for using hand tools and equipment and applies to all tool and equipment use. This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Building Professionals.

2.0 Responsibilities

Risk Management: Support and management of this policy.

Department Heads: Implementation of policy. Develop work procedures for tools and equipment used within the department.

Supervisors: Ensure policy is adhered to by all employees.

Employees: Follow requirements contained in this policy. Inspect tools before each use. Use the right tool for the task that it was intended.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents minimum requirements related to the use of hand tools and equipment and is not meant to be all-inclusive. Department Heads should implement more specific requirements or work procedures for tools and equipment used in their department.

4.0 Definitions

None.

5.0 Training

All employees whose work duties require the use of hand tools will receive instruction in this policy at their time of assignment and whenever this policy is revised. Employees shall not use tools, equipment and/or machinery for which they have not been trained or they are unfamiliar with.

6.0 Documentation Requirements

As required by individual departments.

7.0 Electrical Tools

All electrical tools are required to be properly grounded with the use of a 3-way plug and to be properly insulated to prevent electric shock.



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8.0 Care and Inspection

Take care of all tools provided to you. Tools shall be kept in good working condition. Employees are required to select the appropriate tool for the task being performed. Use tools in the manner that they were intended and put them back in their proper storage locations when you have finished working with them. Inspect each tool for safe operation prior to each use according to the manufacturer's instructions. If found to be defective, follow the requirements below. Preventative maintenance shall be performed on all tools, equipment and machines as recommended by the manufacturer.

Employees who purchase their own personal tools as part of their job functions, they must inspect and use their tools as manufacturer's recommendation. Individual departments should have departmental policies for purchasing, replacement, or reimbursement procedures.

9.0 Maintenance, Repair and Modifications

Employees may perform recommended maintenance on tools and equipment provided that they have been trained and authorized to do so and follow all applicable safety requirements, including, but not limited to the County Lockout / Tag out Policy. Repairs are not to be performed by employees unless authorized by supervision. In most cases, repairs will need to be performed by qualified personnel. In no case may tools, equipment or machinery be modified beyond the manufacturer's recommendations.

10.0 Guarding

Never operate any tools, equipment or machinery that has defective safety equipment or has the guards removed or disabled. Ensure all guards and safety protective systems are in place and that they are functional before operating the machine, equipment or using a tool.

11.0 Personal Protective Equipment

Employees are required to wear all prescribed personal protective equipment when using tools, equipment and/or machinery. Consult the Personal Protective Equipment Policy for detailed requirements.

12.0 Grinders

When operating a grinder, all guards must be installed and the top (tongue) guard should be adjusted to within one quarter 1/4 inch of the grinding wheel. The tool rest should be adjusted to within one-eighth 1/8 of an inch of the wheel, but no adjustment should be made while the wheel is in motion. Grinding on the flat side of the wheel is prohibited. Out of round wheels should be dressed before use.

End Policy