

## 1.0 INTRODUCTION

To ensure all personnel required to operate hand and power tools are given the correct guidance on their safe use. Due to the inherent hazards involved in the use of hand and power tools, workers and supervisors must ensure that the correct safety measures are consistently implemented.

## 2.0 SCOPE

Applies to all employees and contractors who work with hand or power tools.

## 3.0 REFERENCES

NB OHS General Regulation 91-191	Part IX Tools
CAN3-Z166.1-M85 (CSA)	Powder Actuated Tools - Performance Requirements
CAN3-Z166.2-M85 (CSA)	Powder Actuated Tools - Use and Handling

## 4.0 TERMS AND DEFINITIONS

Hand tools	A tool held in the hand and operated without electricity or other power
Power tools	A power tool is actuated by an additional power source and mechanism other than the solely manual labor used with hand tools

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Employer

- Provide the correct tools to the employee performing the tasks.
- Provide proper PPE for the tools being used.
- Tools are maintained in proper working condition (good condition, regular maintenance).
- Ensure employees are competent in safe handling and use of tools.
- Ensure that employees never use damaged tools.
- Ensure that hydraulic, pneumatic, chemical and electrical lines and hoses for portable power-operated hand tools are not run across aisles, travel ways or work areas so as to create a hazard to employees.
- Tools are repaired only by a competent person.
- Tools are kept in a proper storage place when not in use.
- Ensure employees have been trained in the use of the specific make and model of the powder actuated tool to be used and is in possession of a valid operator's certificate.

### 5.2 Employee

- Be competent in the safe use of the tool.
- Inspect the tool to be used for irregularities and safety compliance before each use.
- Report defective tools, never use damaged tools.

- Use the correct tool for the task.
- Operate tools according to the manufacturers' instructions. Use the tool only for the specific purpose for which it is designed.
- Do not leave tools on floors, passageways, stairways or elevations from which they might fall.
- Shall not run the hydraulic, pneumatic, chemical and electric lines and hoses for portable power-operated hand tools across aisles, travel ways or work areas so as to create a hazard to other employees.
- Use proper PPE for the tool that is being used.

## 6.0 **STANDARD**

### 6.1 **General**

Hand tools, power tools or bench machinery tools shall only be used for the purpose which they were designed and used by competent persons, experienced in their use. Operate the tool according to the manufacturer's instructions.

- Personnel shall ensure they use the correct tool for the task and have inspected before use. Damaged or worn tools shall not be used and shall be tagged and taken out of service.
- Tools shall be approved by a recognized authority (i.e. Underwriters Laboratory, ANSI, or CSA)
- Ensure parts of machines and equipment that could cause injury are properly guarded. Therefore, rotating and reciprocating parts must be physically guarded.
- Modifications or removal of manufacturer guards are not permitted.

*Note: Never attempt to bypass safety guarding.*

### 6.2 **Portable Power Tools**

Portable power tools can be hazardous when improperly used. There are several types of portable power tools, based on the power source they use: electric, pneumatic/air, liquid fuel, hydraulic, powder-actuated and battery operated. Portable power tools shall not be used if any defect is suspected or any damage apparent.

- All tools shall be put in a zero-energy state before removing or changing components.
- All electrical power tools shall use GFCI (Ground Fault Circuit Interrupter).

#### 6.2.1 **Hydraulic Tools**

The fluid used in hydraulic power tools shall be based on manufactures specifications. The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters and other fittings shall not be exceeded.

#### 6.2.2 **Pneumatic/Air Tools**

Only use the correct type and size of hose end fittings and connections; use clamps of robust construction and especially designed for their purpose.

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Pneumatic tools are powered by compressed air. They include but not limited to chippers, drills, hammers, and sanders.

Pneumatic tools shall be checked to see that the tools are fastened securely to the air hose to prevent them from becoming disconnected. Whip checks and retention pins are required on all pneumatic couplings.

### **6.2.3 Powder-Actuated Tools**

The tool, powder load and fastener shall be an NB Power approved tool and shall meet the requirements of *CSA*.

Powder-Actuated Tools shall be operated only by specially trained employees. Both types of powder-actuated tools, low-velocity and high-velocity, use explosives to drive studs, pins, or fasteners into a surface.

Powder-Actuated tools shall be stored unloaded and cartridges store in a secured manner.

## **APPENDIX**

N/A

## **DOCUMENT APPROVAL /REVISION RECORD**

<b>Revision #</b>	<b>Date yyyy/mm/d</b>	<b>Revision Summary</b>	<b>Author</b>	<b>Reviewed By</b>	<b>Approved By</b>
New	2021-07-21	New Standard	Nancy Allen	H&S Team	Robin Condon

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