

## General Safety

1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition.  
(Tools are subject to inspection at any time.
  - a. A supervisor has the authority and responsibility to condemn unsafe tools, regardless of ownership).
2. Unsafe tools shall be tagged with an unsafe tag to prevent their use.
3. Employees shall always use the proper tool for the job to be performed.
  - a. Makeshift and substitute tools shall not be used.
4. Hammers with metal handles, screwdrivers with metal continuing through the handle, and metallic measuring tapes shall not be used on or near energized electrical circuit or equipment.
5. Tools shall not be thrown from place to place or from person to person; tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
6. Tools shall never be placed unsecured on elevated places.
7. Impact tools such as chisels, punches, and drift pins that become mushroomed or cracked shall be dressed, repaired, or replaced before further use.
8. Chisels, drills, punches, ground rods, and pipes shall be held with suitable holders or tongs (not with the hands) while being struck by another employee.
9. Shims shall not be used to make a wrench fit.
10. Wrenches with sprung or damaged jaws shall not be used.
11. Pipe shall not be used to extend a wrench handle for added leverage unless the wrench was designed for such use.
12. Tools shall be used only for the purposes for which they have been approved.
13. Tools with sharp edges shall be stored and handled so that they will not cause injury or damage.
  - a. They shall not be carried in pockets unless suitable protectors are in use to protect the edge.
14. Wooden handles that are loose, cracked, or splintered shall be replaced.
  - a. The handle shall not be taped or lashed with wire.
15. Tools shall not be left lying around where they may cause a person to trip or stumble.
16. When working on or above open grating, a canvas or other suitable covering shall be used to cover the grating to prevent tools or parts from dropping to a lower level where others are present, or the danger area shall be barricaded or guarded.
17. The insulation on hand tools shall not be depended upon to protect users from high voltage shock (except approved live line tools).