
 <p>HEALTH, SAFETY & ENVIRONMENTAL MANUAL</p>	5.4.7 Safe Work Procedure – Hand and Power Tools				
	Initial HIRA Score:	12	Residual HIRA Score:	5	Critical Task: No
	Program: 4.7				
	Revision Number: R0		Number of Pages: 3		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

SAFE WORK PROCEDURE

HAND AND POWER TOOLS

Procedures

1. General Tool Safety

Many serious injuries have resulted from the improper use of tools and equipment. Many of these injuries could have been prevented if the procedures were followed.

Inspection and Maintenance

- All tools will be kept in good working condition with no modifications
- The employee using the tool, must inspect it for good condition prior to use
- If the tool needs repair, send it in to the equipment shop for evaluation
- If the tool is lost or missing, notify your supervisor immediately

Care

- Quick-cut saws must be serviced and maintained in accordance with the manufacturers' instructions.
- Cracked, broken, or worn parts shall be replaced before the saw is used again.
- Guards and air intakes must be cleaned regularly and often.
- Abrasive disks must be checked before installation and frequently during use.
- In confined areas, make sure that ventilation is adequate. Gasoline-driven saws release carbon monoxide (CO) gas, which is odourless, colourless, and highly toxic.

Starting and Use

- Use caution when preparing the oil/gasoline mixture and when fuelling the saw
- Check the saw for leaks. Sometimes vibration makes gas lines leak.
- Start the saw in an area clear of people and obstacles. Under no circumstances can anyone be standing in front of the saw as it starts or while it's running.
- Put the saw on a smooth hard surface for starting.
- The guard must be properly set for the type of cut beforehand.
- Assume a solid well-balanced stance. Do not wrap the starter cord around your hand—this can cause injury.
- Set one foot on the rear handle, put one hand on the top handle to lift the blade off the surface, and use the other hand to pull the starter cord
- Once the saw is running, release the throttle and make sure the engine drops to idle without the disk or blade moving.
- Run the engine at full throttle and let the disk or blade run freely to make sure it turns on the arbor without wobbling or vibrating.
- The quick-cut saw is a heavy, powerful tool that must be held by hand. Operators need a secure stance with legs apart for balance and support.



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- The saw must be held at a comfortable, balanced location in front of the operator. Grip the saw firmly with one hand on each handle.
- Hold your forward arm straight to keep the saw from kicking back or climbing out of the cut
- Work must be supported so that the disk or blade will not bind in the cut.

Kickback can happen extremely fast and with tremendous power:

- For cutting, keep the throttle wide open.
- Ease the blade down onto the cut line. Don't drop or jam the blade down hard.
- Move the saw slowly back and forth in the cut.
- Hold the saw so that disk or blade is at right angles to the work and use only the cutting edge of the disk or blade.
- Never use the side of a disk for cutting. A worn disk will almost certainly shatter and may cause severe injury.

Initial HIRA Score	Task	Hazards	Controls	Residual HIRA Score
12	Hand and Power Tools	<ul style="list-style-type: none"> • Electric shock • Eye injury from debris • Potential for noise over 85Db • Laceration • Pinch points • Punctures 	<ul style="list-style-type: none"> • New workers to be mentored in the use of all tools • All power tools to be inspected before use. Defective tools are to be tagged and placed out of service. • Ensure proper PPE is being used for the task at hand • All tools to be used in accordance with the manufacturer's operators manual 	4
10	Concrete/Asphalt Chipping, Cutting, and Removal	<ul style="list-style-type: none"> • Exposure to Silica • Potential Exposure to Asbestos Containing Material • Lacerations • Equipment Hazards -- Using breaker/Chipper/Quick Cut • Exposure to noise over 85Db 	<ul style="list-style-type: none"> • Follow J-AAR's SJP for using quick cut saws • Wear appropriate respiratory protection when cutting concrete. See J-AAR SJP-08 for proper care and maintenance for respirators • Use hearing protection while operating a breaker/chipper/quick cut • If ACM concrete pipes are discovered during the course of concrete removal stop work and follow J-AAR's Asbestos in the workplace procedure 	5



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15	Chainsaw Use	<ul style="list-style-type: none"> Lacerations Musculoskeletal disorders from kickback Property Damage Equipment Hazards Accidental contact with another worker Exposure to exhaust fumes 	<ul style="list-style-type: none"> Chainsaw use on a jobsite requires specialized training for competency. Only competent workers can operate a chainsaw on a job Specialized PPE -- Chainsaw pants, boots, goggles, gloves, hearing protection required Pre-use inspection required. Tag and remove and defective saw from service The manufacturer's instructions must always be followed. No modifications may be made 	5
10	Musculoskeletal Disorders	<ul style="list-style-type: none"> Soft Tissue Injury 	<ul style="list-style-type: none"> Follow J-AAR Safe Work procedures for manual material handling; When possible, workers can rotate through repetitive tasks. 	5
15	Quick-Cut Saw Use	<ul style="list-style-type: none"> Lacerations Musculoskeletal disorders from kickback Property Damage Equipment Hazards Accidental contact with another worker Exposure to exhaust fumes 	<ul style="list-style-type: none"> Before beginning with a quick-cut saw ensure that you have received instructions you understand from your supervisor. If you do not understand, ask for clarification. Specialized PPE may be required depending on the task – safety glasses, face shield, gloves, hearing protection, respiratory protection may be required. Pre-use inspection required. Tag and remove any defective saw or blade from use immediately. 	5