



<b>HAND AND POWER TOOLS</b>	<b>Procedure Number</b> SAF-1.34
	<b>Issue Date</b> April 10, 2017
<b>SAFETY</b>	<b>Revision Date</b> October 31, 2022
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<b>ISSUED BY:</b>  <i>Matthew Chalkley</i> Safety Manager Coosa Pines Mill  <u>10-31-22</u> DATE	<b>APPROVED BY:</b>  <i>P2 Hogg</i> General Manager Coosa Pines Mill  <u>10-31-22</u> DATE
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: <b>SAFETY MANAGER</b>	
<b>DISTRIBUTION</b>  ALL MANAGERS ALL TEAM LEADERS	

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## 1.0 PURPOSE

The purpose of this policy is to ensure that the Coosa Pines Mill establishes a system to mitigate risks to personnel and contractors and/or reduce the chance of an incident occurring while performing activities involving the use of hand and power tools. This risk reduction is accomplished by ensuring that employees required to use hand and power tools understand the potential hazards associated with the use of such and follow guidelines to eliminate these hazards.

## 2.0 SCOPE

This policy applies to all Coosa Pines employees and contractors whose job requires the use of hand and/or power tools.

## 3.0 REQUIREMENTS AND PRACTICES

### 3.1 General

- 3.1.1 All hand and power tools and attachments must be inspected prior to use. Defected tools must be tagged as defective and turned in to supervision.
- 3.1.2 Tools (new to site or custom-designed either internally or externally) require validation and authorization prior to purchase. (See Attachment 2: Tool Validation form.)
- 3.1.3 Power tools shall never be carried by the power cord or hose.
- 3.1.4 Never yank the power cord or the hose to disconnect from power sources.
- 3.1.5 To prevent damage, power cords and hoses shall be kept from heat, oil, and sharp edges.
- 3.1.6 Maintain good footing and balance when operating power tools.
- 3.1.7 Exposed moving parts of power tools shall be safe-guarded, and these guards shall never be removed when the tool is in use. These guards must be used and/or adjusted to protect the user.
- 3.1.8 The use of portable powered tools that are not equipped with deadman switches/brakes and have trigger-locking latches are prohibited from use on-site.
  - If this requirement cannot be met, approval from the supervisor in charge of the job and his immediately supervisor must be documented on a 360° Risk Analysis (360 RA) prior to any work, detailing alternate control means for each task.
- 3.1.9 Prevent unintentional starting of power tools. Ensure the switch is in the off position before connecting to the power source and/or battery pack, picking up or carrying

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the tool. Carrying power tools with your finger on the switch or energizing power tools that have the switch on is prohibited.

- 3.1.10 Remove any adjusting key or wrench before turning on the power tool. A wrench or a key left attached to a rotating part of a power tool may result in personal injury.
- 3.1.11 Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewelry or long hair can be caught in moving parts.
- 3.1.12 Disconnect (lock out) the plug from the power source and/or the battery pack from the power tool before making any adjustments, changing drill bits and accessories, or storing power tools. Such preventive safety measures reduce the risk of starting the power tool accidentally.
- 3.1.13 Handles shall not be removed from powered tools prior to or during operation of equipment; however, the handles may be adjusted to a different location if designed to do so.
- 3.1.14 Powered impact wrench must be used as necessary to avoid physical force and exposure to line-of-fire "struck against" hazards.
- 3.1.15 Use all required PPE appropriate for the task being performed (see PPE Policy).
- 3.1.16 Gloves with Nitrile-coated palms shall not be used when changing bits and/or attachments on power or battery-operated tools.
- 3.1.17 **Using Force when working with hand tools:**
  - Always take into account if the tool slips, where will you end up? Also, where will the tool end up?
  - If an employee could pass underneath your work area, barricade below.
  - Use power tools to avoid force.
  - Do not use cheater pipes on tools.
  - Punches must be inspected and head/mushrooms must be removed.
  - Do not use other bolts, all threads, or pipes for chisels.
- 3.1.18 A safety perimeter of at least 3 feet is mandatory when working in co-activity (2+ workers) where one of the workers is using a hand tool (i.e., portable grinder, welding machine, saw, pole saw, chainsaw, hammer, sledgehammer, etc.), so as to avoid any exposure to lines of fire and while maintaining all PPE guidelines for each tool.

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### 3.2 Drills

- 3.2.1 Ensure bits and all attachments used in a power drill are inspected and in good working order prior to operation.
- 3.2.2 Ensure any attachments are designed for the task (no homemade attachments).
- 3.2.3 Defective drill bits or attachments must be removed from service and tagged out of service and given to supervisor. **Defective tools, bits, and attachments are not to be taken home (or anywhere away from the Coosa site).**
- 3.2.4 Power drills are to be used as they are designed by the manufacturer and not modified.
- 3.2.5 For electrical-powered drills, ensure the power cord is free of cuts/damage and the plug is the factory style. If equipped from factory with a ground prong on the plug, it must be in place.
- 3.2.6 Ensure the housing is not cracked and is in good condition.
- 3.2.7 Ensure the chuck is in good condition (i.e., chuck holds the bit/attachment without slipping).

### 3.3 Grinders

- 3.3.1 Handles must not be removed from grinders.
- 3.3.2 Guards must not be removed from grinders.
- 3.3.3 Cutting disc and/or grinding disc shall be inspected prior to use or a new disc shall be used. If a grinder is dropped, a re-inspection shall take place prior to use or storage.
- 3.3.4 Grinders shall be inspected to ensure the housing is not cracked and the power cord does not have cuts and the grounding cord is intact if so equipped.
- 3.3.5 The grinder shall be unplugged (locked out) or battery pack removed prior to replacing or inspecting the grinding disc.
- 3.3.6 Grinders shall have a safety switch installed that does not allow it to be locked into position without constant pressure of finger/hand. Only grinders that require constant pressure to engage are allowed.
- 3.3.7 The following minimum safe design criteria shall be met for all grinders used on site:
  - Deadman switch, no locking latch.
  - Safety brake on disc.
  - Safety clutch.

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### 3.4 **Impact Wrenches, Air or Battery-Powered**

- 3.4.1 Powered impact wrench must be used as necessary to avoid physical force and exposure to line-of-fire “struck against” hazards.
- 3.4.2 If air/battery impact wrench is being used, ensure impact sockets are rated for use on air impact wrench.
- 3.4.3 Impact sockets shall be inspected before use. Ensure outside of socket is smooth (i.e., no cotter pins sticking out) so as not to snag on gloves/hands.
- 3.4.4 Prior to attempt at removing an object stuck inside a socket, it first must be taken off the drive end of the impact.

### 3.5 **Hydraulic Jacks and/or Port-a-Powers**

- 3.5.1 When forces are applied to items/equipment/parts/machinery by force with hydraulic jacks or port-a-power systems, Coosa Pines employees and contractors must ensure that rigid physical shields/barriers are installed every time to prevent possible failure of components allowing the applied forces to put employees and/or contractors in the line of fire (MCM from SAC-2017-03\_Augusta\_NM\_2017-10-14).
- 3.5.2 When using hydraulic jacks and/or port-a-power systems, physical restraint or barriers shall be put in place to prevent sudden breaks that could result in unwanted movement of the port-a-power (MCM from SAC-2017-03\_Augusta\_NM\_2017-10-14).

## 4.0 **ADMINISTRATIVE DUTIES**

- 4.1 The Safety Manager or designee is responsible for oversight of this policy and applicable procedures. A copy of the procedure must be reviewed by employees of the Coosa Pines Mill and contractors who will perform work at the Coosa Pines mill. Implementation of this policy and applicable procedures is the responsibility of the site General Manager.

## 5.0 **RESPONSIBILITIES**

### 5.1 **Employees and Contractors:**

- 5.1.1 Individuals required to use hand tools and/or power tools must understand and embrace the requirements of this policy and assure 100% compliance, accepting responsibility for following the guidelines set out in the policy.
- 5.1.2 Individuals will notify supervision of any non-conformances regarding this policy and report all hazards and potential hazards immediately.

### 5.2 **Management/Supervision:**

- 5.2.1 Management/Supervision shall ensure that all individuals required to use hand tools and/or power tools are properly trained to do so and ensure that all required users have the appropriate training and have reviewed this policy.

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5.2.2 Management/Supervision shall ensure new or custom-designed tools are not purchased prior to the validation process being conducted. The Tool Validation form (Attachment 2) must be completed and authorized. The form is located on the Coosa Portal, Safety and Health, Forms, "Tool Validation".

**6.0 TRAINING**

6.1 Appropriate training, instruction and information will be provided to contact persons and employees affected by this policy. Training will be documented in the Learning Management System (LMS).

**7.0 DOCUMENTATION/RECORDS**

7.1 Documentation:

7.1.1 The Safety Manager will maintain the original policy and any subsequent revisions with the latest version accessible through the Coosa Portal and the Coosa Contractor website.

7.1.2 Supervision is responsible to ensure documentation of review of this policy by all users of hand and/or power tools utilizing the Learning Management System (LMS).

7.2 Records:

7.2.1 The Safety Manager is responsible for maintaining all applicable records per document control procedures.

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## 8.0 ATTACHMENTS

### 8.1 Attachment 1: Record of Revisions

#### ATTACHMENT 1 RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
All	0	4/7/17	New issue replacing SS-012 Safe Operation of Drills and to meet Corporate directives for the safe use of hand and power tools.
Section 3.5	1	1/25/18	Corporate (Augusta) Incident SAC-2017-03: threaded rod failed and ejected to floor near crane operator. Coosa put in place IRS Action Item 7643 to update policy and give direction to users of hydraulic jacks or port-a-power systems.
3.1.1 5.2.2 Attachment 2	2	12/12/19	Corporate Incident IR-2019-19 Tool Validation Process requirements.
All	3	2/26/21	Annual review; updated SWP to 360 RA process.
3.1.18	4	10/31/22	Addition of 3.1.18: Corporate (Mistassini) Incident IR-2022-26 to mandate distance of 3' when working in co-activity with use of hand tool.

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## ATTACHMENT 2

### Tool Validation

- Off the shelf (outside resource)    
  Custom design (external)    
  Internally-Made

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Tool: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Part No: \_\_\_\_\_

Complete this Section for Request to Make Internally Only		
If Internally-Made, Substitute for: _____		
Can Item be purchased already manufactured?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, why not purchase? _____		
Authorized by: _____	Date: _____	
(Engineer)		

Additional Attachments: \_\_\_\_\_

Tool Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requirements of SAF-1.34 Hand and Power Tools policy have been validated for new item:**

Section 3.2.2: Ensure any attachments are designed for the task.

Section 3.3.6: Grinders shall have a safety switch installed ...

Section 3.3.7: The following minimum safe design criteria shall be met for all grinders used on site:

- Deadman switch, no locking latch; safety brake on disc; safety clutch.

<input type="checkbox"/>	Denied by: _____
	Reason: _____

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

(Maintenance or Operations Manager)

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

(Safety Manager)

**Original: Requestor; Copies to Safety Coordinator and Purchasing Agent**