

## Hand Tools and Portable Power Tools Policy

### General

This policy applies to all University of Maine employees and students using hand and portable power tools. The following guidelines apply to anyone using hand/portable power tools.

### Regulatory Guidance

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.242

### Requirements

The following safety practices must be followed to ensure safe use of hand and portable power tools:

- Utilize the appropriate tool for the task at hand.
- Utilize the appropriate PPE for the task.
- Use a tool only for the purpose it was designed for.
- Obtain proper training prior to using tool.
- Inspect tools before use.
- Ensure all guards are in place and functional before using any tool.
- Notify your supervisor if a tool that is damaged or working improperly.
- Do not modify the tool to fit the job.
- Inspect and clean all tools after use. Remove from service (for repair or replacement) any damaged, worn or broken tool.
- Use spark resistant tools where needed.

### Responsibilities

Shop supervisors must review and follow all hand/portable power tool manufacturer recommendations for proper use and maintenance; train employees and students; document training and other qualifications; maintain shop machine records; and coordinate activities in machine use areas (training may be included in Department Annual Safety Training).

Employees and students using hand/portable power tools must be trained on the use of the equipment they are authorized to use. This can involve formal training and/or on-the-job training, and must include the selection, proper use and care, and limitations of the machines they use. They must follow the stationary machine / power tool manufacturer recommendations for proper use and maintenance.

### For Additional Information

Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.

## Document History

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