



THE UNIVERSITY OF MAINE SAFETY AND ENVIRONMENTAL MANAGEMENT

Hand Tools and Portable Power Tools

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	<p>The following safety practices must be followed to ensure safe use of hand and portable power tools:</p> <ul style="list-style-type: none">• 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	<p>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 <i>Department Annual Safety Training</i>).</p> <p>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.</p>
For Additional Information	Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.
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