

Hand Tool Policy

The purpose of this policy is to protect employees from hazards associated with the use of hand held tools and hand held power tools and to ensure compliance with NH Administrative Rules Department of Labor standards.

Responsibilities

The District shall:

1. Monitor the condition of all hand tools including those furnished by employees.
2. If electric power operated tools are provided they must be double insulated, grounded, or used with ground fault circuit interrupters.

The Employee shall:

1. Only use hand tools that are in safe working order.
2. Inspect hand tools prior to use to look for:
 - a) Cracked handles;
 - b) Loose heads;
 - c) Mushroomed heads on wedges, chisels or similar tools;
 - d) Broken screw driver tips;
 - e) Any other damage to hand tool that would make it unsafe for use.
3. Remove any damaged hand tool from service until it can be fixed or disposed of permanently.
4. When using electric power operated tools, ensure the tools are double insulated, grounded or used with ground fault circuit interrupters.
5. Wear appropriate safety glasses or face shields. While using hand tools or equipment that might produce flying materials or be subject to breakage.

Legal References:

N.H. Code of Administrative Rules, Section Lab 1403.27 Hand Tools

Approved: 03/01/16
PRC Reviewed: 06/04/19