

# ***Scaffold Depot***

## **Safe Work Practices / Procedures / Instruction**

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### **TOOLS AND EQUIPMENT**

Each foreman must ensure his/her tools and equipment are in good working condition and meets all safety codes and regulations. Tools or similar devices equipped with electrical cords must ensure that the tool is properly grounded (ground prong in place) other than tools that are noted to be “double insulated”

All workers must inspect their tools and equipment prior to the days use. If there are any deficiencies found the tool or other equipment must be flagged and removed from service. Cutting and grinding tools such as mini-grinders must be equipped with a guard as specified by the manufacturer.



### **General Rules**

- Do not use tools for jobs they are not intended for.
- Do not apply excessive pressure on tools.
- Carry sharp tools in a heavy belt or apron rather than pockets, and hang tools at your sides, not behind your back.
- Carry tools in a manner that does not interfere with using both hands on a ladder or climbing stairs on a structure.
- Wear appropriate personal protective equipment (safety glasses, gloves, etc.)
- Maintain tools carefully, keep them clean and dry, and store them properly after use.
- Inspect tools for defects prior to use.
- Replace cracked and broken handles on files, hammers, sledges and screwdrivers.
- Re-dress burred or mushroomed heads of striking tools.
- Exercise extreme caution when using tools near live electrical circuits. Do not use cushion grip handles as a replacement for insulated handles.
- Pull on wrenches and pliers. Never push unless you are using an open hand.
- Face adjustable wrenches forward, and turn wrench so pressure is against permanent jaw.
- Do not increase leverage by adding sleeves to increase tool length.
- Do not cut or chip towards yourself when using cutting tools or chisels.
- Do not re-dress, grind, weld or heat-treat hammer heads.
- Do not use one hammer to strike another.
- Do not use a dull chisel. Re-dress heat-treated tools with a whetstone rather than a grinder.
- Do not use C-clamps to construct scaffolds or platforms for workers.
- Do not hoist with C-clamps. Use special lifting clamps.