

Tool And Equipment Safety

(rev 2-2018, 12-2018, 12-2019, 12-2020,11-2021)

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21.1 PURPOSE

To ensure that all equipment and portable tools are properly inspected and used. This includes guarding and the operator knows the proper way to install and remove the guard. No machine or tool will be operated without the proper guard in place.

21.2 GENERAL

The use of tools, both hand and power tools, is common place on our project sites. Tools should be maintained and in proper working order. This is inclusive of company-owned, rented, or personal tools. Tools and equipment used to complete assigned tasks should be used in accordance to manufacturer's recommendations.

Employees not familiar with the use of any hand or power tool or equipment, should be consult the operation manual prior to use. If necessary, the employee should be trained by his immediate supervisor or designee on safe and proper use of the tool or equipment. Initial observations while working with the tool or equipment should be conducted by the training employee to ensure understanding of safe usage.

Power transmission apparatus, such as gears and sprockets, belts and pulleys, rotating shafts and in-running nip points generally, as well as other moving parts of equipment that may accidentally be contacted must also be guarded.

The guarding device will conform to all applicable standards. In the absence of specific standards, the tool or equipment should be designed so there is no potential for injury to the operator.

Special hand tools for placing or removing material will permit easy handling of material and will not allow the operator to be placed in the danger zone. Such tools will not be used in place of other guarding requirements.

The following types of machines are examples of the types of equipment that must be guarded before they may be used:

Shears	Grinders	Power saws
Jointers	Milling machines	Portable power tools
Fans	Table and radial saws	Core drills

Equipment or tools designed for a fixed location will be anchored to prevent walking or moving.

21.3 INSPECTION

All tools and equipment should be inspected prior to use. This includes company-owned, rented, and personal tools. Inspections should be conducted based on the manufacturer's recommendations and include power sources, cords, guarding devices, discs, blades, wheels, points, and any other applicable component that may create a hazard when in use.

An assessment of the work environment should be conducted prior to tool or equipment use. Conditions such as the atmosphere in confined space and wet conditions may require substitute tools and equipment be used.

Company-owned and leased tools or equipment not passing inspection will be . See section below. Employee owned tools deemed defective will be removed from the work area immediately.

21.4 TRAINING

Tool and equipment operators will not be allowed to operate without being thoroughly familiar with the usage or until trained. Training will be provided by the supervisor, leadperson, or designated mechanic to ensure that the employee understands the purpose, function and safe usage of the tool or equipment. Training must include:

- A description and identification of the hazards associated with each particular tool or piece of equipment.
- The specific safeguard, how it provides protection, and the hazards it is intended to block.
- How to safely use the tool or equipment based on manufacturer recommendations.
- How to install, operate, and remove guards.
- What to do if the tool or equipment is damaged.

Tools initially introduced for use will required training prior to use. The same training requirements listed above will be followed. Employees are expected to show correct use prior to being assigned a task requiring such tool.

If certification is required for tool usage, appropriate training both instructional and practical as well as evaluation must be completed prior to usage. A certification will be issued by a vendor or TAW.

21.4.1 REFRESHER TRAINING

Training will be repeated as necessary to ensure safe operation of equipment and tools. All operators will be trained regarding the use of new or modified equipment.

Documentation supporting training or retraining will be recorded on the Daily Status Field Report unless certification is required.

21.5 PERSONAL PROTECTIVE EQUIPMENT

All operators will wear the appropriate Personal Protective Equipment which includes eye/face, hearing, and hand protection. Gloves, loose shirts or loose-fitting sleeves, and jewelry are not to be worn when operating rotating equipment. Additional PPE including hearing protection may be applicable based on the equipment or tool and work environment.

21.6 TAGGING DEFECTIVE TOOLS

Damaged tools, whether company-owned, rented or personal, are not permitted for use to perform company work. Damaged or defective tools will be removed immediately and will not be permitted until repaired or replaced.

21.6.1 TAW COMPANY OWNED TOOLS/EQUIPMENT

Damaged or defective tools will be RED TAGGED. The tag will be completed and attached to the tool or equipment. The tool or equipment will be provided to the site foreman for return to the Fabrication Shop. The tool will not be stored in the connex or another site storage until repaired.

21.6.2 TAW RENTED TOOLS/EQUIPMENT

Rented tools or equipment that are damaged or defective will be RED TAGGED and provided to the site foreman. The rental vendor and Shop Administrator will be contacted. The equipment or tools will not be stored in the connex or other common area until repaired.

21.6.3 EMPLOYEE OWNED TOOLS

Employee owned tools deemed damaged or defective will be removed from the project site immediately. Employees are

responsible for repair and or replacement. Evidence of repair by a qualified party must be presented for damaged tools.

- 21.6.4 Tools and equipment having been repaired or replaced will be assigned by the Shop Administrator. These tools will be GREEN TAGGED noting repair. If for some reason the tool or equipment is returned but not GREEN TAGGED, it is not to be used and is to be returned to the Fabrication Shop. All tools assigned from the Shop Administrator whether initial assignment or repaired will arrive on site GREEN TAGGED.

21.7 TOOL REQUESTS AND ASSIGNMENT

Tools and equipment should be requested by the project supervisor directly to the Shop Administrator no less than 48 hours prior to need. The Shop Administrator can be contacted by phone or email.

Tools must be picked up at the Fabrication Shop between the hours of 6:30AM and 3:30PM. No tools will be assigned during hours other than those listed.

Tool Transfer document must be completed at the time tools or equipment is assigned by the Shop Administrator. This document assigns the tool to the supervisor.

A comprehensive Tool Inventory is maintained and used as reference. Supervisors will conduct a monthly site Tool Inventory on the first Monday of each month based on documents provided by the Shop Administrator. This document will be returned with Weekly Safety packets the following week.