



Section 23: Small Tools

1. General Information

Contractors must follow approved, site-specific procedures for using small tools. If no site-specific procedures exist, contractors are to use the procedures described in this section.

2. Power, Air and Hand Tools

- 2.1 Power, air, and hand tools must be operated in accordance with the manufacturer's recommendations.
- 2.2 Keep hand tools in good condition, inspected, cleaned, sharpened, oiled, and not abused. Replace worn tools immediately.
- 2.3 Inspect tools for damage and worn parts before use. Remove damaged or frayed cords from service. Do not hoist or lower tools by the cord or hose; use hand lines.
- 2.4 A qualified person must inspect power tools before use and at least once per month.
- 2.5 Do not force tools beyond their capacity by using "cheater bars" or other shortcuts.
- 2.6 Do not use power tools if safety equipment such as shields, tool rests, hoods, and guards have been removed or rendered inoperative.
- 2.7 Employees must wear the required personal protective equipment when using tools under conditions that expose them to flying objects or harmful dust.
- 2.8 Ground electrically powered tools. Protect outlets used for 110-volt tools by ground fault circuit interruption devices throughout each phase of the work.
- 2.9 Do not use gasoline-powered tools in unventilated areas, enclosed spaces, or in close proximity to enclosed spaces. Dispense gasoline and other flammable liquids only from UL approved safety cans or equivalent.
- 2.10 Use portable grinders with hood-type guards with side enclosures that cover the spindle and at least 50% of the wheel. Inspect wheels regularly for signs of fracture.
- 2.11 Equip bench grinders with deflector shields and side-cover guards. Tool rests must have a maximum clearance of $\frac{1}{8}$ inch from the wheel.
- 2.12 Secure couplings to hoses supplying pneumatic tools to prevent accidental disconnection.
- 2.13 Protect air-supply lines, inspect lines regularly, and maintain lines in good condition. Provide excess flow valves on supplying hoses exceeding a $\frac{1}{2}$ inch in diameter.
- 2.14 Reduce the operating pressure of compressed air used for cleaning purposes to 30 psi or less. Avoid operating pressure in excess of 30 psi.

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3. Powder-Actuated Tools

- 3.1 Powder-actuated tools must not be used unless approved in writing by the EQ EHS manager. Contractors must submit documentation from their insurance company certifying that the use of powder-actuated tools is under the liability provisions of the insurance policy and under specific circumstances of the work. In addition, the contractor will submit documentation certifying that the type and use of powder-actuated tools are in accordance with applicable laws.
- 3.2 Powder-actuated tools must meet applicable requirements of ANSI-A 10.3-1970 as stipulated by OSHA, and be UL listed or FM approved.
- 3.3 Post signs throughout the area warning of the use of powder-actuated tools.
- 3.4 Powder-actuated tools must be .22 or .25 caliber cushioned pistol grip design.
- 3.5 Loads, studs, and nails used in powder-actuated tools must be specifically approved by the manufacturer for use in that tool.
- 3.6 Do not use loads, studs, and nails in powder-actuated tools for any purpose other than recommended by the manufacturer.
- 3.7 Do not use powder-actuated tools when adjacent areas are occupied by personnel.
- 3.8 Powder-actuated tools must be designed so that discharging the powering load can only be accomplished when the barrel of the tool is firmly depressed against the work surface.
- 3.9 Powder-actuated tools must be pistol-driven and designed so that the pistons always remain captive within the tool.
- 3.10 Employees must not operate powder-actuated tools until they have satisfactorily completed the manufacturer's sponsored training for the tool and have evidence of this training readily available.
- 3.11 Do not use powder-actuated tools in areas where hazardous accumulations of ignitable dust, gases, or liquids could be present or collect until the area has been proven free from such hazards with appropriate instrumentation. Store loads that are not being used in a location and manner specifically approved by EQ for that purpose.
- 3.12 Goggles, face shields, or substantial eye protection must be worn by each person within 25 feet of the point of discharge.
- 3.13 Personnel not directly involved with the operation of powder-actuated tools must stay clear unless granted specific permission by the contractor, and applicable provisions of the procedure regarding personal protective equipment have been met.
- 3.14 Do not leave powder-actuated tools or loads unattended at any time. Powder-actuated tools, loads, studs, and nails must be stored in a locked box or otherwise secured when not in use. Do not load the tool until ready for use.
- 3.15 Handle misfires in accordance with manufacturer's training. Dispose of misfired loads safely in a manner approved by EQ. Misfired loads are considered to be ammunition.

Powder-actuated tools must be regularly inspected and maintained. Maintenance work must be performed by competent technicians as directed by the manufacturer's literature. Parts used in maintenance or repair of powder-actuated tools must be exact replacement parts.

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