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Approved by:	Bobby Lewis	Date Issued:	July 2020

SAFE OPERATING PROCEDURES

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Hand Tools (Power and Manual)

SOP 12B-13

Hazard Review		
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Electrical Shock	Noise	Pinch Points
Dust	Sharp Edges and Points	Caustic Cleaning Agents
Flying Particles	Cuts and Abrasions	Improper Tools

Required Personal Protective Equipment (PPE)		
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Safety Vest	Safety Shoes	Safety Glasses/Goggles
Gloves	Hearing Protection	Respirator

1. Operators shall perform a pre-operational check of their equipment. Be familiar with the operator's manual. Report needed repairs promptly. Do not use any equipment that is unsafe.
2. Never use a tool to do a job it was not designed to do.
3. Use tools in the manner for which they are designed to avoid tool damage and personal injury.
4. All hydraulic floor jacks and jack stands must have marked load rating, free of defects prior to use, and be inspected every 6 months. Inspection must be documented for each jack and jack stand.
5. Keep work area floor clear and clean to avoid slips, trips, and falls.
6. Avoid using power tools or hand tools that are dull.
7. Compressed air used for cleaning must utilize a compressed air nozzle which limits compressed air pressure to less than 30 psi.
8. Power saws, chain saws and drills that have dull blades or bits can cause binding or kickback, which can result in cuts, bruises and loss of fingers or limbs.
9. Be aware of safety devices on tools; check regularly and use only tools with all safety devices properly operating.
10. Do not use electric power tools with damaged cords or switches.
11. Place tools in safe position when not in use so that sharp points are not exposed.

Related SOP's

General SOPs Chapter 10