



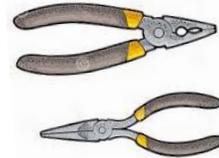
Chayce

Critical Facilities Cleaning



Hand & Power Tool Training

Examples of Hand Tools



Hand tools are tools that are powered manually, generally applying a force of some kind to another object. Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance. Some examples include the following:

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench might slip.
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances.

We don't use hand tools such as these. Like most all other manually operated tools, we are not involved in the use of pneumatic tools, liquid fuel tools (those operated with gasoline), power-actuated tools such as a nail gun, or hydraulic power tools. The closest we come to manual tools are mops and brooms, and they don't apply any kind of hazardous force to an object. Mops do, however, leave residual moisture behind so always have a wet floor floor sign in place to alert people in the area.

Examples of Power Tools



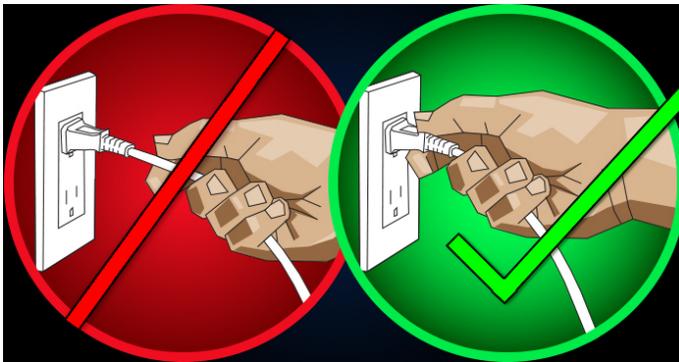
Employees using electric tools must be aware of the serious hazards such as electrical burns and shocks. Electrical shocks can lead to injuries such as heart failure and burns. Under certain conditions, even a small amount of electric current can result in fibrillation of the heart and death.

These are the only 'power tools' we use:



To prevent hazards associated with the use of power tools, staff should observe the following general precautions:

- Never carry or pull a tool by the cord or hose.
- Keep cords and hoses away from heat, oil, and sharp edges.
- **Never, ever** yank the cord or the hose to disconnect it from the receptacle (the wall outlet).



To protect yourself from shock and burns, electric tools must have:

- a three-wire cord (three *prongs*) . . .
- with a ground (the round prong) . . .
- and be plugged into a grounded receptacle (one with three holes, as illustrated above)

Three-wire cords contain two current carrying conductors (wires) and a grounding conductor.

The third prong must never be removed from the plug.

General Tool/Equipment Safety

- Regularly inspect tools and equipment to make sure they are in good shape and fit for use.
- Be sure to maintain your equipment by performing regular maintenance. Maintenance guide for the Nilfisk GM80 and carpet vacuums can be found on our company website under [Equipment Maintenance](#).
- Dress for the job by avoiding loose clothing or articles that can get caught in a tool's moving parts, like jewelry.
- Keep cords from presenting a tripping hazard.
- Do not use electric tools in wet conditions unless they are approved for that use.