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|  BRANDON UNIVERSITY Safe Work Procedure | Physical Plant Safe Use of Hand Tools | Approved by: Michael McCormick Author: Michelle Augustyn Reviewed by: WSH Committee Member |
| Version 1.0 PP-SWP-BSW-020 | First Approved: May 2016 Updated: March 2023 | Update by: March 2026 |

| Potential Hazards: | | | |
|---|-------------------------------------|-------------------------------------|---------------------------------|
| H | M | L | Risk for Injury |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Awkward / sustained postures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Biological pathogens |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Chemicals |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Combustibles / flammables |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Electrical hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Extreme heat / cold |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Forceful exertions |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Material falling |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Moving machinery / parts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Noise |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Pinch points |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Repetitive motions |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sharp points / edges |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Skin compression |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Surfaces causing falls |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic – Vehicle or pedestrian |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two Person Job |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vibration |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Violence / Psychological Hazard |
| Other - _____ | | | |
| Risks: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your manager or supervisor immediately. | | | |

| Equipment/Devices or PPE Required: |
|--|
| <input type="checkbox"/> Head Protection <input type="checkbox"/> Body Protection <input checked="" type="checkbox"/> Eye Protection <input checked="" type="checkbox"/> Hand Protection <input type="checkbox"/> Ear Protection <input checked="" type="checkbox"/> Foot Protection <input type="checkbox"/> Face Protection <input type="checkbox"/> High Visibility Wear <input checked="" type="checkbox"/> Other Protection Dust Mask if required CSA approved safety eyewear; latex gloves; CSA approved footwear; CSA approved hearing protection |
| Required Training: |
| <input type="checkbox"/> WHMIS <input checked="" type="checkbox"/> Task performed and reviewed by competent person <input type="checkbox"/> other associated BSW SWPs |




All employees shall be trained on required Safe Work Procedures (SWP) until competent. This will include a review of SWP documentation and hands-on training as required. Employees are responsible for performing the task in accordance with training, established health and safety regulations/guidelines, policies, and procedures. Managers, supervisors, or delegates will ensure all duties are performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures.

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| NOTE: Additional Potential Hazards |
| Hand tools include, but are not limited to, box cutters, scissors, etc. Only use equipment provided by the Physical Plant. Use tools only for their intended purpose. Do not leave equipment unattended. |

Steps to Perform This Task Safely:

| | Instructions | Photo |
|------------------------------|---|-------|
| Pre-use | Inspect and don all required PPE. | |
| 1. | Ensure tools are in good working order before use. Blades should be sharp and handles intact. | |
| 2. | Handle and carry tools with sharp end pointing towards the floor. | |
| 3. | Hand or pass sharp tools handle first. | |
| 4. | Avoid touching sharp edges. Test sharpness on material rather than hand. | |
| 5. | Ensure tools are put away in designated storage area. | |
| 6. | Do not leave sharp tools on housekeeping carts unattended | |
| NOTE: | | |
| Prohibited activities | | |

If an emergency situation or equipment malfunction occurs while using the equipment, shut the unit off immediately and report to your supervisor. Report any hazardous situation to your supervisor / WSH Advisor.

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| Author: | Approved By: Michael McCormick | Reviewed By: WSH Committee |
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RELATED MATERIAL - TBD

REFERENCES - WSH Act/Regulations - https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf