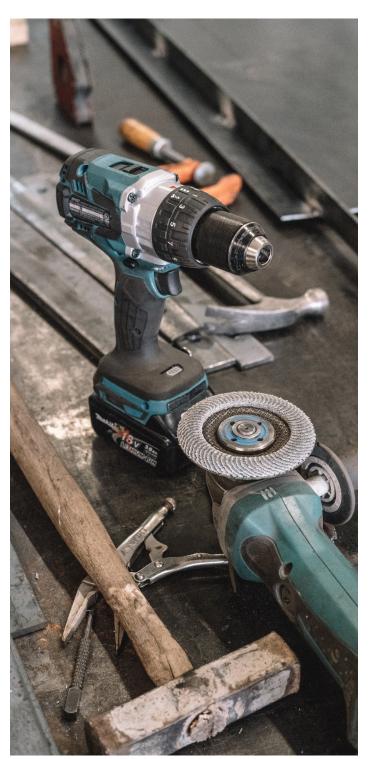


QUICK REFERENCE GUIDE

TOOLS



- 1. Clean tools after use.
- 2. Sharpen tools on a regular basis. Sharp tools work better and are safer to use.
- 3. Lubricate metal tools that will be stored for a long time.
- 4. Store tools in a locked tool crib:
 - Determine who has access.
 - Consider a sign in/out sheet for all tool use.
 - Mark all tools as district property.
 - Do not allow employees to use personal tools.
- 5. Inspect tools for dull or damaged edges and damaged handles or grips. Wooden handles must be kept free of splinters or cracks and be held tight in the tool.
- 6. Have a professional sharpen edges or tips of tools and blades or train staff to sharpen tools correctly.
- 7. Replace damaged handles or grips immediately.
- 8. Mark or tag damaged tools with "Do Not Use" to prevent someone from using the tool and getting injured; report it to a supervisor and not return to use until repaired.
- 9. All power tools should be maintained per manufacturer's recommendations. Best practice: Return power tool to manufacturer for repair.
- 10. Ladders should be checked for damage before use as well as any event such as dropping the ladder. OSHA requires that "ladder repairs shall restore the ladder to a condition meeting its original design criteria, before the ladder is returned to use."
- 11. Employees should be trained on tool use before being allowed to use the tools.
- 12. Never misuse a tool i.e. screwdrivers are not designed to be chisels.
- 13. Consider tool safety, and use proper PPE.
- 14. Volunteers using district tools need to be trained, use proper PPE and understand risks and best practices.

PACE RISK MANAGEMENT

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