

# Apprentice & Journeymen Training Trust Fund Of the Southern California Plumbing & Piping Industry

## Hand Tools Policy & Procedure

1. Proper Protective Equipment (P.P.E.) must be worn during all pipe roll grooving operations:
  - ANSI Z87 rated safety glasses with side shields are required.
  - Face shield must be worn during all operations which create a hazard from flying debris, metal fragments, sparks or covered overhead work.
  - Appropriate gloves must be worn at all times in shop areas. Refer to Figure 1-10 Welding Glove Recommendations.
  - Work attire – long pants, long-sleeved shirt, welding jackets, sleeves or leathers.
  - Work boots must be ankle high or greater.
2. Hand tools, personal or provided, shall be inspected daily at start of shift:
  - Any modifications to tools or equipment are prohibited.
  - Tool is free of fractures, defects and corrosion.
  - All parts of the tool are in good working condition.
  - Guards and safety features in place.
  - The proper type and size of tool must be used for the task being performed.
  - Components and attachments must be inspected before use, approved by the manufacturer, proper size, correct rating and are properly attached.
  - Any tool that does not meet inspection must be removed from service immediately.
3. Use of hand tools:
  - You must be trained and authorized in the proper use of all tools & equipment.
  - Hand tools must be used as intended by the manufacturer.
  - Any modifications to tools or equipment are prohibited.
  - While not in use, tools must be stored in a place that does not create a hazard.
4. Care of tools:
  - All manufacturer guidelines and recommendations for safety, proper use, care, maintenance, storage and record keeping must be followed.
5. Housekeeping:
  - Work clean – all scrap material, grinding dust and debris will be removed as produced and put in appropriate storage containers.
  - All tools, equipment, power cords, etc. must be kept out of paths of travel.