

The purpose of the Hand Tool Policy is to protect employees from hazards associated with the use of hand held tools and hand held power tools, and to ensure compliance with New Hampshire Department of Labor Standard 1403.25, Hand Tools

### **A. Employer Responsibilities**

The employer is responsible for the safe condition of all hand tools and equipment including those furnished by employees. If electric power operated tools are provided they must be double insulated, grounded or used with ground fault circuit interrupters.

### **B. Employee Responsibilities**

The employees may only use hand tools that are in safe working order. It is the responsibility of the employee to inspect hand tools prior to use to look for:

- cracked handles
- loose heads
- mushroomed heads on wedges, chisels, or similar tools
- Broken screw driver tips
- Any other damage to hand tool that would make it unsafe for use

The employee must remove any damaged hand tool from service until it can be fixed, or dispose of the tool permanently. When using electric power operated tools, the employee must ensure the tools are double insulated, grounded or used with ground fault circuit interrupters. He/She must wear appropriate safety glasses and face shields while using hand tools or equipment that might produce flying materials or be subject to breakage.

*From the Town of Amherst's Policy and Procedure Manual, 2009.*