

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.