

# TOOLS

- 1.) Tools should be cleaned 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:
  - a. Determine who has access.
  - b. Consider a sign in / out sheet for all tool use.
  - c. Mark all tools as district property.
  - d. 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.
- 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:
  - a. 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:
  - a. 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.) Always consider tool safety:
  - a. Always use proper PPE.
- 14.) Volunteers using district tools need to be trained, use proper PPE, and understand risks and best practices.

