














**Safe Work Procedure**
**POWER TOOLS**

<b>Program/Services</b> Applicable to all TRU departments using portable powered hand tools (Trades, Facilities, Grounds, Warehouse, Fine Arts, Utilities, etc.)		<b>Document ID</b> RSS 18.55.1	<b>Department:</b> Risk and Safety Services
<b>Personal Protective Equipment or Devices Used</b>  CSA-approved safety glasses or face shield Work gloves appropriate to task CSA-approved protective footwear Hearing protection where noise may exceed 85 dBA Respiratory protection when dust, fumes, or particulates exceed exposure limits Close-fitting clothing; hair tied back	<b>Training Requirements</b>  Orientation and training prior to first use of any powered tool Additional instruction when introduced to new tools, new tasks, or new hazards Demonstration of competency before independent use	<b>Applicable Documents</b>  Manufacturer operating manuals SDSs for adhesives, solvents, chemical products Tool-specific inspection checklists (if required)	<b>Creation Date:</b> 20 January 2026
			<b>Effective Date:</b>
			<b>Next Review:</b> January 2027
			<b>Revision no.:</b>
		<b>Reviewer:</b>	

## HAZARD IDENTIFICATION — VISUAL SUMMARY

CUTS / PUNCTURES	ELECTRICAL HAZARD	ENTANGLEMENT HAZARD (CLOTHING/HAIR)	EXPOSURE	FLYING PARTICLES
				
Wear appropriate gloves for the task. Keep hands clear of sharp edges and cutting tools.	Do not work on energized electrical equipment. Follow lockout/tagout procedures.	Wear close-fitting clothing. Keep clear of rotating or moving components. Tie back or contain long hair.	Identify chemicals before use or transport. Review the SDS and use appropriate PPE and ventilation. Be aware of dust/fumes/wood dust.	Wear CSA-approved safety glasses or a face shield. Use guards or barriers when needed during grinding or cutting.
FOOT INJURY	HIGH SOUND LEVELS	HOT SURFACES / THERMAL BURNS	IMPACT INJURIES	PINCH POINTS
				
Wear CSA-approved protective footwear at all times in shop areas.	Wear hearing protection when noise may exceed 85 dB. Ensure hearing protection fits properly before starting work.	Avoid contact with heated equipment or surfaces; wear heat-resistant gloves when needed.	Wear appropriate PPE such as CSA-approved footwear and impact-rated eye or body protection. Maintain safe positioning and control of tools and materials to avoid being struck.	Isolate all energy sources before maintenance or clearing jams. Keep hands and body clear of moving or rotating components.
SLIPS / TRIPS		STORED ENERGY (GRAVITY / SPRINGS / HYDRAULIC / PNEUMATIC / ELECTRICAL)	STRAINS / MSI	
		 <b>DANGER</b> <b>STORED ENERGY</b>		
Keep floors clean and dry; remove oil, grease, and debris.		Release or isolate all forms of stored energy before servicing. Apply full lockout procedures and verify zero energy before beginning work.	Use proper lifting technique and ergonomics. Use mechanical aids for heavy or awkward loads.	

## **PURPOSE**

To provide safe practices for the inspection, setup, and operation of portable powered hand tools at TRU. This procedure ensures compliance with WorkSafeBC OHSR requirements related to safe machinery and equipment, PPE, electrical safety, airborne contaminants, hazard controls, and worker training.

## **PRE-USE REQUIREMENTS**

Before using any power tool, workers must:

- Inspect the tool to confirm it is in safe operating condition (check cord, housing, guards, switches).
- Verify the tool meets applicable standards and is the correct tool for the task.
- Review and follow the manufacturer's instructions.
- Remove from service and report any tool with defects, missing components, exposed wiring, damaged guards, abnormal noise, or signs of overheating.
- Ensure the work area is clean, dry, well-lit, and free of slip/trip hazards.
- Confirm required PPE is worn and fits properly.

## **OPERATING RULES**

- Use power tools only as intended by the manufacturer.
- Maintain firm footing and body balance.
- Keep hands clear of rotating parts, cutting edges, and pinch points.
- Allow tool to reach full speed before contacting the workpiece.
- Secure materials using clamps, vises, or fixtures—never hold near the blade or bit.
- Do not force tools; allow the tool to perform at proper speed.
- Disconnect power/remove battery before changing blades, bits, discs, or attachments.
- Keep cords positioned to prevent entanglement, damage, or tripping.
- Stop use immediately if the tool vibrates excessively, overheats, smokes, or behaves abnormally.

## **SAFETY RULES**

- Never bypass or remove guards or safety mechanisms.
- Never carry tools by the cord or use damaged cords.
- Use GFCI protection in wet, damp, or outdoor work areas.
- Keep work clothing fitted; secure long hair.
- Maintain ventilation when cutting or sanding dusty materials.
- Report and tag damaged tools immediately.

## **HOUSEKEEPING**

- Keep the work area free of sawdust, debris, and obstructions.
- Clean spills immediately.
- Coil cords neatly when not in use.
- Return tools to designated storage locations.

## HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Cuts / Punctures	Keep hands clear of blades and bits; use sharp, undamaged tooling; maintain guards.
Electrical Hazard	Inspect cords; avoid wet areas; use GFCI where required; do not modify plugs.
Entanglement (Clothing / Hair)	Wear fitted clothing; secure hair; keep clear of rotating components.
Equipment Defect	Inspect before use; remove damaged tools from service; report defects.
Exposure (Dust / Fumes / Wood Dust)	Use extraction or ventilation; wear respirator when required; review SDS for adhesives/finishes.
Falling Objects	Secure workpieces; store tools safely; avoid placing tools on edges or elevated surfaces.
Flying Particles	Wear CSA safety glasses or face shield; use guards; position body out of debris path.
Foot Injury	Wear CSA footwear; maintain stable stance; do not drop or throw tools.
High Sound Levels	Wear hearing protection when noise may exceed 85 dB.
Hot Surfaces / Thermal Burns	Allow blades/discs to cool; avoid contact with recently used attachments.
Impact Injuries (Kickback / Recoil)	Maintain two-hand control; use correct blade depth; avoid twisting or binding the tool.
Pinch Points	Keep fingers away from moving parts; maintain guards; isolate energy before service.
Slips / Trips	Keep cords clear of pathways; maintain clean floors; remove debris promptly.
Stored Energy (Springs / Electrical / Pneumatic)	Disconnect power or battery before adjustments; release built-up pressure safely.
Strains / MSI	Use ergonomic posture; minimize overreaching; limit vibration exposure.

## RECORDS/VERIFICATION OF UNDERSTANDING

Instructors and supervisors maintain training records, practical demonstrations, and verification of understanding or keep records of applicable training and certification of equivalent qualifications.

Inspection and maintenance records must be retained as per TRU policy and OHSR requirements.

## WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an employee anticipates isolation during work activities, a Working Alone assessment and check-in procedure must be implemented per TRU policy.

## ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

## APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Pre-Use Requirements	Inspection of tools; safe condition; correct tool selection	OHSR 4.3, 4.4, 4.5, 12.10
PPE Requirements	Eye, hearing, respiratory, foot protection	OHSR 8.2–8.11; 8.14–8.17; 8.22–8.23; 8.32–8.44; 7.2–7.7
Electrical Safety	Cord condition, grounding, GFCI	OHSR 19.10, 19.12, 19.14, 19.15
Machine/Tool Guarding	Guards in place, no removal or bypassing	OHSR 12.2–12.5; 12.65
Airborne Contaminants	Ventilation, dust control	OHSR 5.48, 5.54–5.55, 5.60–5.70
Noise Control	Hearing protection >85 dB	OHSR 7.2, 7.5–7.7
Training	Instruction, supervision	OHSR 3.23–3.24
Record Keeping	Training/instruction records	OHSR 3.19, 3.25

## SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	20 JAN 2026	NEW	Safety Technician