

Program/Services Trades, Facilities, General.		Document ID RSS 18.54.1	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used CSA-approved safety glasses at all times. Work gloves appropriate for the task. CSA-approved protective footwear. Fitted clothing; no loose garments or jewelry.	Training Requirements Classroom safety training Hands-on practical training	Applicable Documents	Creation Date: 14 January 2026
			Effective Date: 14 January 2026
			Next Review: January 2027
			Revision no.:
			Reviewer:

HAZARD IDENTIFICATION — VISUAL SUMMARY

CUTS / PUNCTURES	IMPACT INJURIES	FLYING PARTICLES	STRAINS / MSI
			
Use gloves; keep hands clear; proper technique	Wear CSA-approved footwear; maintain secure grip	Wear CSA-approved safety glasses; use barriers if needed	Use ergonomically correct posture; avoid excessive force

PURPOSE

To outline safe practices for the use of non-powered hand tools (e.g., hammers, screwdrivers, wrenches, chisels, pliers) in TRU labs and shops, ensuring compliance with WorkSafeBC OHSR and TRU safety standards.

PRE-USE REQUIREMENTS

- Inspect tools for cracks, wear, loose handles, or damage.
- Use the correct tool for the job; do not improvise.
- Ensure work area is clean and free of slip/trip hazards.
- Confirm PPE is worn and in good condition.

HOUSEKEEPING

- Store tools in designated areas after use.
- Keep floors clear of oil, grease, and debris.
- Clean up work surfaces at the end of each session.

HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Cuts/Punctures	Wear gloves; use proper technique; keep hands clear.
Impact Injuries	Wear CSA footwear; maintain secure grip on tools.
Flying Particles	Wear safety glasses; use barriers if needed.
Strains/MSI	Use ergonomically correct posture; avoid excessive force.

SAFETY RULES

- Do not modify or misuse tools.
- Replace damaged tools immediately; do not attempt makeshift repairs.
- Never leave tools on elevated surfaces where they can fall.
- Carry tools securely; do not carry sharp tools in pockets.

RECORDS/VERIFICATION OF UNDERSTANDING

- Instructor to maintain training records and verification of understanding.
- Report all injuries and incidents through the RSS online form.

WORKING ALONE

Students are strictly prohibited from working alone in any lab or shop. If an instructor 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	Inspect tools; use correct tool; ensure clean work area; confirm PPE	OHSR 4.3; 4.5; 12.10
Housekeeping	Store tools properly; keep floors clear; clean work surfaces	OHSR 4.39–4.42
Potential Hazards	Identifies cuts, impact injuries, flying particles, MSI risks	OHSR 4.3; 12.2; 12.5
Safety Rules	Prohibits tool modification; requires immediate replacement of damaged tools	OHSR 12.26–12.30
PPE and Clothing Requirements	Safety glasses, gloves, CSA footwear, fitted clothing	OHSR 8.2–8.11; 8.14–8.17

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	19 JAN 2026	NEW	Safety Technician