

# STANDARD OPERATING PROCEDURE

## Safe Use of Powered Tools

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Page 1 of 7

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## SAFE USE OF POWERED TOOLS

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# STANDARD OPERATING PROCEDURE

Safe Use of Powered Tools		Document Number: 960C-SOP-505
Original Approval Date: Jul 20, 2010	Revision Number: 4	Page 2 of 7
Latest Revision Date: Jun 04, 2025	Next Revision Date: Jun 04, 2028	Document Approval Level: 4

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*The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.*

## 1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to the safe use of powered tools.

## 2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site-specific requirements are being met or exceeded before performing the task.

## 3.0 HAZARDS AND CONTROLS

- Tool failure and improper use.
  - Inspect the tool before use. Any damaged or defective tools must be removed from service, tagged out, and reported to supervision. Ensure the tools are clean and properly maintained.
  - Use tools only for their intended purpose. Do not modify or exceed their designed limits. Ensure the accessory's maximum safe operating speed is not exceeded (e.g., grinding wheels, circular saw blades).
  - Never point a power tool at yourself or others, and never operate one without the appropriate safety guards in place. Refer to the manufacturer's operating instructions and consult supervision if you are unsure how to use the tool properly.
  - Never carry a tool by its cord or hose, and never yank the cord or hose to disconnect it from a power source or receptacle. Do not use electrical cords or hoses for hoisting or lowering tools.
  - Always disconnect any power tools (power cords, air lines, and batteries) when they are not in use, such as before inspection, servicing, cleaning, and when changing accessories like blades, bits, and cutters.
  - Keep cords and hoses away from heat, oil, and sharp edges.
- Electrical shock.
  - Ensure tools are properly grounded with a three-prong plug, are double-insulated and clearly labeled, or are powered by a low-voltage isolation transformer to protect against electrical shock.

# STANDARD OPERATING PROCEDURE

Safe Use of Powered Tools		Document Number: 960C-SOP-505
Original Approval Date: Jul 20, 2010	Revision Number: 4	Page 3 of 7
Latest Revision Date: Jun 04, 2025	Next Revision Date: Jun 04, 2028	Document Approval Level: 4

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- Check electric tools to ensure that any tool with a three-prong plug has an approved three-wire cord and is properly grounded. The plug must be inserted into a properly grounded three-pole outlet. If an adapter is used for a two-hole receptacle, the adapter's grounding wire must be securely connected to a known, functioning ground. Never remove the third (grounding) prong from a plug.
- Do not use electric tools in wet conditions or damp locations unless the tool is connected to a ground fault circuit interrupter (GFCI).
- Do not expose electric power tools in rain or wet conditions; wet tools increase the likelihood of electric shock.
- Do not use light-duty power cords.
- Stop using an electric power tool if you feel a tingle in your fingers. This is a warning that the tool is faulty and needs repair.
- Do not connect or splice extension cords together to create a longer connection, as the resulting extension cord may not be able to provide sufficient current or power safely.
- Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.
- Noise exposure.
  - Hearing protection must be worn when using power tools if noise levels exceed 85 dBA or the applicable occupational exposure limit. Depending on the task, double hearing protection may be required. Consult with HSE or your supervisor to determine if double protection is necessary.
- Exposure to repetitive vibration/motion (repetitive strain injury).
  - Ensure all safety guards are securely in place and have not been tampered with. Always use tools in accordance with the manufacturer's guidelines.
  - Use appropriate Personal Protective Equipment (PPE) for the task. Impact or anti-vibration gloves are required when using vibrating tools for prolonged periods.
  - Take micro breaks and stretch as needed to reduce strain. Report any injury or discomfort to your supervisor immediately.
- Losing focus/distractions in the work area.
  - Stay focused on your task and stop work if another worker requires your attention. Only resume when it is safe to do so. Always be prepared to intervene and mentor others to promote a safe work environment.
  - Avoid accidental starting; do not hold fingers on the switch button while carrying a plugged-in tool.

# STANDARD OPERATING PROCEDURE

Safe Use of Powered Tools		Document Number: 960C-SOP-505
Original Approval Date: Jul 20, 2010	Revision Number: 4	Page 4 of 7
Latest Revision Date: Jun 04, 2025	Next Revision Date: Jun 04, 2028	Document Approval Level: 4

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- Being struck by or striking against machinery or tools; slipping when the tool comes off.
  - Inspect tools to ensure they are in good condition, properly maintained, and appropriate for the task. Always use tools as intended for their specific application.
  - Ensure there is adequate space to use the tool without obstruction, and confirm that the work area is well-lit to maintain visibility and safety.
- Tools failing, slipping, rebounding, flying materials:
  - Use tools for their intended purpose only (e.g., a wrench is not a hammer; a screwdriver is not a chisel).
  - Use the proper size of tool; use the right type of tool (e.g., a box-end wrench not an adjustable wrench).
- Puncturing or tearing the skin on splits, jaggers, etc.
  - Dress tools and handles to remove burrs, jagged edges, or other damage. Replace plastic or fiberglass handles if they have splits, cracks, or any other defects.
- Tools striking, pulling, and winding body parts when control is lost.
  - Ensure that trigger locks are removed before use.
  - Maintain firm 2-handed control of all power tools; ensure you have stable footing.
  - Ensure the tool has come to a complete stop before setting it down. Never operate a power tool in a way that could cause kickback or create a striking/contact hazard to others.
  - Ensure the tool to be used is ergonomically appropriate for the task to be completed.
  - Maintain proper posture and stance while sharpening, maintaining, and using power tools. Take frequent breaks to minimize fatigue, muscle strain, vibration-related injuries, joint strain, and exhaustion.
  - Wear close-fitting clothing and avoid jewelry such as bracelets, rings, necklaces, and wristwatches, while ensuring that head and facial hair are short or securely confined to prevent contact with moving or rotating machinery parts or electrically charged equipment.
- Use of power tools resulting in the ignition of flammable materials.
  - Practice good housekeeping when using or storing flammable liquids. Clean up spills immediately and place used rags /absorbent pads in a proper disposable container. Carefully read and understand the manufacturer's label on the container before using or storing products.

# STANDARD OPERATING PROCEDURE

Safe Use of Powered Tools		Document Number: 960C-SOP-505
Original Approval Date: Jul 20, 2010	Revision Number: 4	Page 5 of 7
Latest Revision Date: Jun 04, 2025	Next Revision Date: Jun 04, 2028	Document Approval Level: 4

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- Store flammable and combustible materials away from power tools and ignition sources such as open flames, sparks, smoking, cutting, and welding. Use flammable liquids only in well-ventilated areas.
- Disconnect power tools—including power cords, air lines, and batteries—when not in use, and before inspection, servicing, cleaning, or changing accessories such as blades, bits, and cutters.
- Whenever possible, use nonflammable cleaning products to clean power tools. If flammable products are used, ensure sufficient time or additional cleaning is allowed to remove any flammable residue. Use compressed air to blow off remaining residue before use.
- Avoid spraying cleaning products directly onto the tools, especially into ventilation slots. Spray cleaning products onto a cleaning cloth first and wipe down tools.

## 4.0 CHECKLIST

- ☐ Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job).
- ☐ Complete FLRA cards before starting the work.
- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

## 5.0 DEFINITIONS

### 5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

### 5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees, and third-party processors.

### 5.3 HSE

Refers to the Health, Safety & Environment department

### 5.4 Repetitive strain injury (RSI)

Repetitive strain injury (RSI) is a general term used to describe the pain felt in muscles, nerves, and tendons caused by repetitive movement and overuse.

## 6.0 PROCEDURE

- 1) Complete a hazard assessment (i.e., FLRA) for the task being done. Follow up with supervision if unsure of the task or how to use the tool.

# STANDARD OPERATING PROCEDURE

Safe Use of Powered Tools		Document Number: 960C-SOP-505
Original Approval Date: Jul 20, 2010	Revision Number: 4	Page 6 of 7
Latest Revision Date: Jun 04, 2025	Next Revision Date: Jun 04, 2028	Document Approval Level: 4

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- 2) Select the correct power tool for the task. Ensure it is unplugged from power source and complete an inspection of the tool. Remove the tool from service if there are any damages or defects. Attach a tag and report to supervision.
- 3) Do not tamper with, bypass, or remove any safety guard.
- 4) Inspect the work area and ensure the power tool does not create a hazard to other workers in the area. Ensure the tool is not being used in a wet environment that could cause an electric shock.
- 5) Plug the power tool into a power source and ensure the electrical cord does not pose a tripping hazard.
- 6) Wear appropriate personal protective equipment (PPE) for the task and tool (e.g., face shield, anti-vibration gloves, hearing protection). Ensure clothing, hair, and jewelry do not create a snagging hazard.
- 7) Ensure adequate grip, control, and body position prior to using a power tool. Take micro-breaks as required.
- 8) Do not exceed the power tool's limits or the safe operating speed of its accessories.
- 9) Never leave a power tool unattended with parts still moving; even after the machine is turned off, some parts may still be moving.
- 10) Complete the task, and unplug the power tool from the power source.

## 6.1 Cleaning Power Tools

- 1) Disconnect the power source (power cords, air lines, and batteries).
- 2) Use compressed air to loosen or blow off accumulated dirt. Use a wire brush or steel wool to scrub off any remaining material.
- 3) Use a nonflammable cleaning product first; if this is not available, use extra caution when using flammable cleaning products. Avoid spraying cleaning products directly onto the tools, especially into ventilation slots. Spray cleaning products onto the cleaning cloth first and wipe down tools (provide adequate time for power tools to dry).

## 7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

## 8.0 REFERENCES

- Manufacturers' use and maintenance instructions
- 950C-C-045 Power Tools Code

# STANDARD OPERATING PROCEDURE

## Safe Use of Powered Tools

Document Number: 960C-SOP-505

Original Approval Date: Jul 20, 2010

Revision Number: 4

Page 7 of 7

Latest Revision Date: Jun 04, 2025

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- 950C-C-028 Hazardous Energy Isolation Code
- CSA Z432-16, Safeguarding of machinery
- Alberta Occupational Health and Safety Act, Regulation and Code (Part 2, sections 7,8, & 9 Hazard Assessment, Elimination and Control)
- Alberta Occupational Health and Safety Act, Regulation and Code (Part 16, section 218 Noise Exposure)
- Manitoba OH&S Regulations, Part 16, Division 1
- Ontario OH&S Reg. 851, Part 1 Section 43 & 44
- Ontario OH&S Reg. Reg. 213/91, Section 93, 94, 187, 192, 195, 275, 298
- OSHA 29 CFR 1910.242 Hand and Portable Powered Tools and Equipment, General
- OSHA 29 CFR 1926 Subpart I Tools – Hand and Power

## 9.0 APPENDICES

No appendices.