# BCTS Provincial Safe Work Procedure #10
Using Small Hand Tools and Equipment

<table>
<thead>
<tr>
<th>Key Hazards</th>
<th>Applicable Safety Equipment</th>
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<tbody>
<tr>
<td>● Lacerations/abrasions/bruising (eye and skin)</td>
<td>● Hard Hats, High visibility vest</td>
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<tr>
<td>● Exposure to substances (oils, fuels, solvents)</td>
<td>● Protective footwear, appropriate clothing</td>
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<td>● Hearing protection, eyewear, gloves</td>
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<td></td>
<td>● First Aid Kits (personal, basic)</td>
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<td>● Fire extinguishers/tools, spill kits</td>
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## PRIOR TO OPERATION

1. Determine that the proper tool or piece of equipment for the job
2. Read the operation manual prior to use and note specific hazards and safety precautions for the tool or equipment.
3. Use appropriate PPE (ear muffs, goggles/shields, gloves, protective leggings, appropriate clothing)
4. Conduct an inspection of the tool or piece of equipment
   - Ensure that guards are available and securely fastened
   - Check for cracks, fractures, mushrooming, or other signs of fatigue
   - If deficiencies are observed prior to use or end of shift that make them unsafe to use correct them immediately or report these to your supervisor and follow local lockout procedures
5. Check applicable emergency equipment (FA Kits, spill kits, fire tools and extinguishers) for completeness and operational capability.

## WORK PROCESS & MAINTENANCE

1. Use of hand tools
   - Use appropriate PPE (ear muffs, goggles/shields, gloves, appropriate clothing)
   - Use the tool/equipment as directed by operation manual instructions.
   - Maintain control of equipment during operation.
2. Use of Chainsaws
   - Do not undertake Falling activities unless you are a qualified and BCFSC certified faller or other expectable standard recognized by WSBC and BCTS and have the agreement of your supervisor.
   - Only use chainsaws if you have adequate training as specified by BCTS (see training matrix) and have the required level of competence as signed off by your supervisor
   - When in doubt, do not proceed! Back out of situation!
   - Dispense fuel and oils in accordance with WHMIS procedures and guidelines, using appropriate PPE.
   - Maintain saw in accordance with training. Specified above!
   - Never use a poorly maintained or dull saw. There is always time to get this done!
   - Always inspect before use, if in doubt about safe status of saw, repair immediately or do not use until serviced by qualified mechanic!