



**COMPANY  
HEALTH & SAFETY  
PROGRAM**

Issue: A  
Date: 4/20/2009  
Rev: 1  
Date: 1/06/2011  
Authorized:

**Title: Machine & Tool Safety**

Section No: 25

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## **1.0 PURPOSE**

The purpose of this section is to establish general guidelines to be followed by employees when working with tools or machines typically used by this company. It is intended to serve as an aid in safeguarding the health and safety of PPP employees.

## **2.0 SCOPE**

This section provides uniform requirements designed to ensure that machine and tool inspection, operation and maintenance practices are communicated to and understood by all affected employees. This section applies to equipment not specifically addressed in other sections of this program.

## **3.0 INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 List of Typically Used Machines and Tools
- 5.0 Preoperational Inspection
- 6.0 Operating Procedures
- 7.0 Training

## **4.0 LIST OF TYPICALLY USED MACHINES AND TOOLS**

Tools and machines typically used by PPP employees include:

- 1. Pipe threading machines
- 2. Welding machines
- 3. Band saws
- 4. Portable grinders and abrasive cutters
- 5. Power brushes
- 6. Drill motors (including hammer drills)
- 7. Hammers
- 8. Wrenches (pipe and combination)
- 9. Screwdrivers
- 10. Files
- 11. Cold chisels and center punches
- 12. Lifting/rigging equipment (e.g., chainfalls, come-a-longs, chokers, pry-bars, etc.)



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## **5.0 PRE-OPERATIONAL INSPECTION**

Prior to the use of any power tool, hand tool or machine, a preoperational check for deficiencies that may be hazardous to the user or others shall be performed.

Common defects that would be cause to remove machines or tools from service include:

1. Jaws that are sprung to the point of slippage, for machines or tools with jaws;
2. Impact tools with mushroomed heads;
3. Tool handles with cracks or splinters;
4. Power cords with damaged insulation or a broken ground prong;
5. Pipe threading machines without a foot pedal switch;
6. Welding machines without cable lug covers or other lug protection;
7. Frayed, kinked, stretched, bent, broken or otherwise damaged rigging equipment;
8. A missing or damaged safety clasp on a chainfall or come-a-long; and
9. Missing or damaged machine or tool guards (e.g., guards on side grinders).

## **6.0 OPERATING PROCEDURES**

General procedures for operating machines and tools are as follows:

1. Always use the proper machine or tool for the job.
2. Where the operation of a machine or accidental contact with it can injure someone, the hazard must be controlled or eliminated.



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3. Necessary and appropriate clothing and personal protective equipment for use with the machine or tool shall be worn.
4. Guards are not to be removed or **altered** while operating any piece of machinery or power tool.
5. A power tool shall not be carried by its cord.
6. Constant attention should be paid to the work at hand.
7. Machines and tools should be kept sharp, oiled, properly stored and otherwise maintained as appropriate.
8. Machines and tools are to be installed or repaired only by qualified personnel.
9. **If a tool is damaged, such tool shall either be identified as unsafe by tagging or locking the controls to render them inoperable or shall be physically removed from its place of operation and reported to supervision.**

## **7.0 TRAINING**

Power Process Piping's field personnel are highly skilled building trades craftspeople assigned by local unions to our work. Employees receive extensive classroom and on-the-job apprenticeship training under the direction of a joint union and management apprenticeship committee. Individual instruction that an apprentice receives from experienced journeyman craftspeople within their specific trade includes:

- Proper safety inspection and evaluation of tools and machines;  
and
- Safe use of tools and machines.

All PPP employees are provided continuous safety training as per Section No. 37 of this program. Inexperienced or training deficient employees shall be identified in the company orientation process, and the PPP safety director shall be informed and coordinate appropriate training.



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It is the responsibility of PPP supervisors to be alert to unsafe operation of machines or tools by employees. When unsafe operation is observed, corrective action shall include training or retraining in the safe and proper use of the machine or tool. Supervisors shall not assign an employee to operate a machine or tool if the employee has not had required or appropriate training.

**REVISION HISTORY**

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to meet current standards	George Newton	Safety	1/6/2011
	Program reviewed and Revision History added		GMN	4/15/2014