1. PURPOSE. The purpose of this SOP is to outline steps to be followed for the safe use of power tools.

2. SCOPE. Includes procedures for field operations with power tools.

3. RESPONSIBILITIES.

   a. Natural Resource Management Supervisor: Ensure that risk assessments and safety plans are completed incorporating procedures. Review procedures with Natural Resource Management Staff quarterly to ensure understanding and compliance.

   b. Natural Resource Management Staff: Use power tools in accordance with SOP. Failure to comply with this SOP may result in disciplinary action.

4. PROCEDURES. Read all manufacturer’s instructions carefully before operating a power tool. The following safety precautions should be observed by all users of power tools:
a. Work Area

1. Do not operate power tools in explosive atmospheres, such as in the presence of flammable liquids and gases.

2. Keep by-standers and visitors away while operating a power tool.

a. Electrical Safety

1. Double Insulated tools are equipped with a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install a polarized outlet. Do not change the plug in any way.

2. Don't expose power tools to rain or wet conditions.

3. Do not abuse the cord. Never use the cord to carry the tools or pull the plug from an outlet. Keep cord away from heat, oil, sharp edges or moving parts. Replace damaged cords immediately.

4. When operating a power tool outside, use an appropriately rated outdoor extension cord marked "W-A" or "W."

5. Inspect the power cord itself and attachment points prior to and after each use for wear or damage.

6. Read the user manual for a complete list of precautions.

c. Personal Safety

<table>
<thead>
<tr>
<th>Required PPE</th>
<th>Suggested PPE</th>
<th>Required Training</th>
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</thead>
<tbody>
<tr>
<td>• Protective gloves</td>
<td>• Long sleeves can reduce exposure to dust that can cause skin irritation</td>
<td>• Evaluation by Ungulate Manager</td>
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<tr>
<td>• Eye and hearing protection</td>
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<tr>
<td>• Lace up boots that are at least 8” (20 cm) high.</td>
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<td>(See also Footwear SOP)</td>
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</table>

1. Stay alert, watch what you are doing and use common sense when operating a power tool. Do not use tool while tired or under the influence of drugs, alcohol, or medication.

2. Dress properly. Do not wear loose clothing or jewelry. Contain long hair. Keep your hair, clothing, and gloves away from moving parts. Closed toed shoes required.
3. Avoid accidental starting. Be sure switch is “OFF” before plugging in.

4. Remove adjusting keys or wrenches before turning the tool “ON”.

5. Do not overreach. Keep proper footing and balance at all times.

6. Use safety equipment. Always wear eye and hearing protection.

d. Tool Use and Care.

1. Do not force tool. Use the correct tool for your application.

2. Do not use tool if switch does not turn it “ON” or “OFF”.

3. Disconnect the plug from the power source before making any adjustments, changing accessories, or storing the tool.


5. Check for misalignment or binding of moving parts, breakage of parts, and any other condition that may affect the tools operation. If damaged, have the tool serviced before using.

6. Use only accessories that are recommended by the manufacturer for your model.

e. Service

1. Tool service must be performed only by qualified repair personnel.

2. When servicing a tool, use only identical replacement parts. Follow instructions in the Maintenance section of this manual.

f. Rotary Hammer Safety Rules

3. Hold tools by insulated gripping surfaces when performing an operation where the cutting tool may contact hidden wiring or its own cord.

4. Wear ear protectors when using the tool for extended periods.

5. Use a metal detector to determine if there are gas or water pipes and explosive ordnances hidden in the work area or call the local utility company for assistance before beginning the operation.

6. Always use the side handle for maximum control over torque reaction or kick-back. Never attempt to operate this tool with one hand.
7. Always wear safety goggles or eye protection when using this tool. Use a dust mask or respirator for applications which generate dust.

8. Use thick cushioned gloves and limit the exposure time by taking frequent rest periods.

9. Position the cord clear of rotating bit. Do not wrap the cord around your arm or wrist.

10. Position yourself to avoid being caught between the tool or side handle and walls or posts.

11. Do not strike the bit with a handheld hammer or sledge hammer when attempting to dislodge a bound or jammed bit.

12. Never place the tool down until the bit or accessory has come to a complete stop. Do not use dull or damaged bits and accessories.

13. When removing the bit from the tool avoid contact with skin and use proper protective gloves when grasping the bit or accessory.

14. Do not run the tool while carrying it at your side.