



TOOLS AND EQUIPMENT

Tools and equipment include anything from ladders, scaffolds, utility knives, extension cords, hammers, etc. They seem simple, but tools and equipment can be hazardous on the job site or anywhere they are being used. Their greatest hazards are misuse and improper maintenance.

Therefore, the Marek Family of Companies provides the necessary equipment to get the work done safely. **Do not bring any personal equipment such as extension cords, ladders, scaffolds, and powder-actuated tools to the job site. Any unauthorized personal equipment found on the job site needs to be removed immediately.** It is your responsibility as an employee to take care of the tools that are loaned to you to assist in production. This includes scaffolds, ladders, power tools, aerial lifts, etc. These tools are for the benefit of all employees. IF YOU UNCOVER ANY UNSAFE CONDITIONS WHILE INSPECTING THESE TOOLS, YOU ARE INSTRUCTED TO STOP WORK IMMEDIATELY, TAG THE TOOL OUT OF SERVICE AND NOTIFY YOUR IMMEDIATE SUPERVISOR.

If the scaffold wheels do not lock or the truss locks are broken, you should not use the equipment. If the ladder cannot stand on all four legs without weight or the leg locks are broken, DON'T USE IT. Personal tools are also included in our company inspection procedures. If you have to push hard on your snips so they can cut metal then it is time to get new snips. If your keyhole saw could not cut Sheetrock without extensive force you need to sharpen or replace it.

Company tools should be inspected routinely and should not be used if found to be faulty. Extension cords should not be cut or have wires showing. GFCI should always be used and they should be tested every day. Powder-actuated tools like Hilti and Redhead guns should be inspected before each use and never be used if cracked on the case. Chop-saws should be in complete operational condition and should not be altered to work properly – THAT MEANS NO SCREWS IN THE BLADE GUARD.

Heavy equipment must be inspected daily. Only authorized and trained employees are allowed to operate power-dollies, scissor-lifts, boom-lifts, forklifts, and Lulls. A pre-use inspection should be done before each shift and any problems with the equipment reported to your supervisor.

You should use gloves every time you are handling metal or trash.

The purpose of inspecting personal tools and company-supplied equipment is to eliminate these combinations of factors that cause accidents and injuries:

- Unsafe or improperly installed equipment
- Unsafe conditions caused by the environment
- Unsafe work practices

By practicing daily inspections, we are using safe work practices and eliminating unsafe equipment.

Your supervisor will now demonstrate proper inspection techniques for personal tools.