

## PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

<b>Department:</b> Facilities; MTIS	<b>Campus:</b> All
<b>Task:</b> Use Hand Tools (Hammer, Wrench, Pliers, Chisel, Screwdriver, Knife or Box Cutter)	
<b>Job Title(s) Performing Task:</b> A.C. Mechanic, A.C. & Energy Management Systems Specialist, Carpenter, Electrician, Electronic Systems Technician, Maintenance Mechanic, Maintenance Worker, Plumber, MTIS Technician	

*Reviewed by Guy Clark, Lead Maintenance Mechanic, July 23, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
1. Use the proper tool to do the job. E.g., do not use a screwdriver as a chisel.	Impact (from tip breaking off upon impact, sending fragment flying and hitting user or another worker)	Wear <b>safety glasses</b> .
		Wear <b>work gloves</b> .
2. Inspect tools for condition.		
a. Hammer—no loose, cracked or splintered handle. No rounded striking face. If handle is taped, remove the tape to inspect.	Impact (head of hammer flying off and striking user or another worker)	Wear <b>safety glasses</b> .
	Impact (from rounded striking face slipping off the object being struck and hitting fingers or hand holding the object)	Wear <b>work gloves</b> .
	Penetration (puncture of hand from splinter)	Wear <b>work gloves</b> .
b. Wrench—no sprung jaws	Impact (from slippage of the wrench, causing user's hand to strike a nearby object)	Wear <b>work gloves</b> .
c. Pliers—no worn grooves	Impact (from slippage of pliers)	Wear <b>work gloves</b> .
d. Chisel, wedge or drift pin—no mushroomed heads	Impact, Cuts (from heads shattering upon impact, sending sharp fragments flying and hitting user or another worker)	Wear <b>safety glasses</b> .
		Wear <b>work gloves</b> .
e. Screwdriver—no chipped tip	Cuts, Penetration (from slippage of screwdriver out of the screw slot)	Wear <b>work gloves</b> .
f. Knife or box cutter—no dull blade	Cuts (from slippage of a dull blade)	Wear <b>work gloves</b> .

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3. Use hammer properly.	Impact	<ul style="list-style-type: none"> <li>• Wear <b>work gloves</b>.</li> <li>• Use the correct size and type of hammer for the job.</li> <li>• Do not strike a hammer face with another hammer.</li> </ul>
	Impact (from claw hammer being used as a pry bar and breaking with pieces striking user or co-worker)	<ul style="list-style-type: none"> <li>• Wear <b>safety glasses</b>.</li> <li>• Do not use nail hammer claws as a pry bar.</li> </ul>
4. Use wrench properly.	Impact (from slippage of wrench)	<ul style="list-style-type: none"> <li>• Wear <b>work gloves</b>.</li> <li>• Use correct-sized wrench for the job.</li> <li>• Do not use crescent wrenches on over-tight bolts and nuts.</li> <li>• Never use a cheater bar on a wrench.</li> </ul>
5. Use pliers properly.	Impact (from slippage of pliers)	<ul style="list-style-type: none"> <li>• Wear <b>work gloves</b>.</li> <li>• Do not use pliers on over-tight bolts and nuts.</li> </ul>
6. Use chisel properly.	Impact (from hammer slipping off head of chisel and striking hand)	<ul style="list-style-type: none"> <li>• Wear <b>work gloves</b>.</li> <li>• Whenever possible, use a safety chisel.</li> <li>• Use the correct size and type of chisel for the job.</li> </ul>
	Impact (from chisel being used as a pry bar and breaking with pieces striking user or co-worker)	<ul style="list-style-type: none"> <li>• Wear <b>safety glasses</b>.</li> <li>• Do not use a chisel as a pry bar.</li> </ul>

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7. Use screwdriver properly.	Cuts, Penetration (from slippage of the screwdriver out of the screw slot)	<ul style="list-style-type: none"> <li>• Wear <b>cut-resistant work gloves</b>.</li> <li>• If object being worked on is not fixed, set it on a flat surface or in a vice. Do not hold it in your hand.</li> <li>• Use the correct size screwdriver for the screw.</li> </ul>
	Impact (from broken screwdriver blade flying off and hitting the user or a co-worker)	<p>Wear <b>work gloves</b>.</p> <p>Wear <b>safety glasses</b>.</p> <p>Do not use a screwdriver as a chisel or pry bar.</p>
8. Use cutting and slicing tools properly.	Cuts	<ul style="list-style-type: none"> <li>• Wear <b>cut-resistant work gloves</b>.</li> <li>• Use safety/utility knife whenever possible.</li> <li>• Always keep blade sharp.</li> <li>• Always cut downward, away from your hand and body.</li> <li>• Do not use as a screwdriver.</li> <li>• Do not work on the same object as a co-worker using a knife on it.</li> <li>• Put knife or box cutter away properly—closed and stored in a drawer or tool box.</li> <li>• Dispose of dull or broken blades in a puncture-resistant container or wrap them in paper before placing them in the trash.</li> <li>• Avoid the use of disposable knives with breakaway blades.</li> </ul>

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8 (continued). Use cutting and slicing tools properly.	Impact (from breakage of a knife blade with pieces striking the user or a co-worker)	Wear <b>safety glasses</b> .
		Do not use a knife to pry loose objects—the blades is not strong enough for that purpose and will likely break.
		Avoid the use of disposable knives with breakaway blades—they are not meant for heavy use.
9. Use spark-resistant tools around flammable substances.	Burns	<ul style="list-style-type: none"> <li>• Use spark-resistant tools made of metals such as brass, bronze and other non-sparking metals.</li> <li>• Note that such tools are softer and wear down more quickly than ordinary tools.</li> </ul>

**NOTE:** Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts**, **burns**, **chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat**, **extreme cold**, **harmful dust**, **noise**, **light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation**, **non-ionizing (RF energy) radiation**, **electrical shock**, **ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.

**CERTIFICATION:** I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 23, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>