

# SOP 06 – Portable tools & Equipment

## S06.1 Purpose

The purpose of this Standard is to describe the steps while using, maintaining and storing portable tools and portable equipment. Proper usage of portable tools is crucial to EESL operations as usage of improper tools can lead to severe injuries

## S06.2 Scope

This Standard is mandatory and applies to EESL and its contractors for the on-site implementation of programs.

## S06.3 References

The following references and standards are to be followed:

- IS/ISO 6789 (2003): Assembly tools for screws and nuts – Hand torque tools – Requirements and test methods for design conformance testing, quality conformance testing and recalibration procedure
- IS 841:1983 – Specification for steel hammers
- IS 844:1979 (Part 1, 2 & 3) – Technical supply conditions, dimensions, dimensions for screw drivers for recessed head screws
- IS 2027:1992 – Spanners and sockets – width across flats
- IS 6131:1980 – Technical requirements for hand operated wrenches (spanners) and sockets
- IS 6586:1989 – Claw hammers – specification
- IS 9065: 1979 – Specification for Aluminium hammers
- IS 12453:1988 – Specification for nut drivers

The hand tools comprise of the following but are not limited to – hand held power tools, knives, ladders, mechanical hand tools, woodworking hand tools and metal working hand tools.

## S06.4 General safety precautions for using portable tools

The following safety precautions must be following while using portable tools and equipment

- All tools and equipment will be maintained in good working condition and have current certificates as required by law
- Equipment and tools used on site (by EESL employees or contractors) will be inspected on a daily basis by the site supervisor
- Equipment and tools approved by the supervisor on a daily basis can only be used
- Any tool or equipment that is found to be unsafe or not in safe working condition must immediately be set aside for service, repair or replacement
- Only the right tools should be used for the job
- Users of tools must have received training on the tools they are meant to use. The training has to be provided by the supervisor or safety incharge of that programme
- Tools and equipment must be disconnected prior to service or maintenance
- Contractors and sub-contractors (irrespective of levels of sub-contracting) must take ownership of the hand tools provided by them and be responsible for the safe upkeep of the tools

- Personal protective equipment approved for the selected hand tools must be used while operating with the hand tools
- All portable electrically powered tools need to be grounded and insulated to prevent electrical shock
- Power tools should not be lifted or carried using its cord
- Pocket knives, utility knives, swiss knives or any other self-assembled tools shall not be used for stripping wires
- All fuel powered tools shall be stopped and disconnected at the time of refueling, servicing and maintaining
- Safety goggles with side shields should be used to prevent eye injuries from particles/pieces
- Sharp edges of the tools should be covered with appropriate material prior to storage
- Tools should not be carried in pockets or unassigned bags
- Tools should not be modified informally, extended, sharpened or twisted in an unauthorized manner
- While drilling, cutting, striking or breaking, it should be ensured that any electrical wiring in the vicinity, especially wiring that can come in contact with the hand tool is not live
- Special safety requirements while using striking tools or hammers:
  - Always hit with a striking face of the hammer
  - Do not modify the hammer on your own
  - Ensure that if the hammer head is loose, please set it aside and use an alternate hammer
  - Choose the appropriate hammers for drilling nails or strike steel or concrete chisels
  - The striking face must not be cracked or mushroomed, as there is a likelihood of the hammer chipping, leading to small particles moving around the place

## History of amendments

The latest versions of the Documentation Format must be used at all times. This page needs to be updated whenever there is a change in the version number of the documents.

S. No	Date of amendment	Version	Details of amendment
1.	DD.MM.YYYY	01	Initial approval of the documentation format

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**Prepared by**

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**Approved by**