# Purpose

The purpose of this procedure is to address the EIC requirements for the operation of machinery, hand tools, portable powered tools, ladders, welders and cutters.

* Subpart D: Ladders, Rolling Stairs and Scaffolding
* Subpart O: Machinery and Machine Guarding
* Subpart P: Hand and Portable Powered Tools
* Subpart Q: Welding, Cutting and Brazing

# Scope

This procedure incorporates elements of OSHA 29 CFR 1910 Subpart D, Subpart O, Subpart P and Subpart Q.

## Reference Standard

Occupational Safety and Health Administration: 1910 Subpart D, Subpart O, Subpart P, and Subpart Q

# Responsibilities

## EIC Management

* EIC Management provides authorization for employees to operate the equipment.
* EIC Management is responsible for determining the appropriate solution for out of service equipment.

## Operators

* Operators shall only use equipment on which they are authorized.
* Operator is responsible for pre-use inspection of equipment.
* The operator is responsible for affixing out of service tags and notifying the EIC management of out of service equipment.

## Occupational and Environmental Safety

* Periodic observations on the effectiveness of this procedure.

# Procedure

This procedure is to address the EIC requirements for the operation of machinery, hand tools, portable powered tools, welders, ladders and cutters.

## Machinery and Machine Guarding

* Authorization is required for use of machine shop specialized equipment, including: vertical mill, lathe, drill press, horizontal band saw, vertical band saw, sand blaster, stationary grinding wheels, metal brake, metal worker, etc.
* All equipment shall be utilized and operated in a manner consistent with the manufacturers’ recommendations and machine guarding requirements.
* A pre-use inspection is required before operation of the machine to ensure proper operation and guarding is in place.
* All machinery shall be used within the intended capacity of the machine.
* Proper maintenance and housekeeping procedures should be followed.
* Only authorized attachments, tooling and accessories shall be used on the machinery.

## Hand Tools and Portable Powered Tools

* All hand and portable power tools shall be utilized and operated in a manner consistent with the manufacturers’ recommendations and machine guarding requirements.
* A pre-use inspection is required before operation of the tools to ensure proper operation and guarding is in place.
* All tools shall be used within the intended capacity of the tool.
* Proper maintenance procedures should be followed.
* Only authorized attachments, tooling and accessories shall be used.
* All tooling shall be returned to the original location or toolbox upon completion of the job.
* Any damaged tools shall be removed from service with an out of service tag affixed until repaired or disposed of.
* All calibrated tools shall be inspected for calibration prior to use and if the tool is out of calibration an out of service tag shall be affixed until the tool is recalibrated.

## Welding, Cutting and Brazing

* Authorization is required for use of welding, cutting and brazing equipment.
* All equipment shall be utilized and operated in a manner consistent with the manufacturers’ recommendations.
* A pre-use inspection is required before operation of the equipment to ensure proper operation and integrity of cabling, hosing, gauges, and gas tanks.
* All equipment shall be used within the intended capacity.
* Proper welding, cutting and brazing PPE shall be used.
* Proper maintenance and housekeeping procedures should be followed.
* Only authorized attachments, tooling and accessories shall be used on the equipment.
* Compressed gasses shall be handled and stored in accordance with OSHA 29 CFR 1910.101.
* The Hot Work Procedure must be followed when creating an ignition source.

## Ladders, Rolling Stairs and Scaffolding

* A pre-use inspection is required before use of any ladder or rolling stairs.
* All equipment shall be utilized and operated in a manner consistent with the manufacturers’ recommendations.
* Three points of contact must be maintained on extension ladders or A-frame ladders that do not have a platform.
* Any damaged ladders, rolling stairs or scaffolding shall be removed from service with an out of service tag affixed until repaired or disposed of.
* Use of a straight or extension ladder in a non-temporary manner should be tied off.
* Straight or extension ladders shall be used at an angle of 70 degrees.
* Ladders shall only be traversed while facing the rungs of the ladder.
* Scaffolding for temporary or permanent installation requires a periodic inspection.

# Training Requirements

All employees are initially trained in this procedure and in the fundamental safety considerations and maintenance of equipment they are anticipated to operate. Employee training shall be conducted in a period not to exceed 3 years thereafter. Failure to adhere to this procedure may require retraining for the employee.

# Revision History

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| --- | --- | --- | --- | --- |
| Revision | Date | Summary of change | Author | Approver |
| A | 12/15/2020 | Initial issue. Recommendation to move Ladders to Fall Protection will be discussed in Rev B of Fall Protection. | Kurt RayburgRandy CollinsJ. Curtiss FoxTom SalemJesse LeonardJim TutenKonstantin BulgakovDarrick Peters | Kurt RayburgRandy CollinsJ. Curtiss FoxTom SalemJesse LeonardJim TutenDarrick Peters Konstantin Bulgakov |
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