1. **TOOLS:**

Work place safety and quality of service are related Engineering and Facilities priorities.

A. **ACCIDENTS ARE PREVENTABLE WHEN PROPER PROCEDURES ARE FOLLOWED**

Most powered (hand or stationary) tools are equipped with various safety devices, shields, guards, switches, etc. Tools equipped as outlined must have these devices attached at all times including those times when not in use or in temporary storage. Removal of attachments, blades, or any part of repairs or adjustments, which could result in injury to the operator or someone in the proximity of the work area, is permitted only when the power source (electric power cord, battery pack if so equipped) has been removed or is in the safe position.

Some simple safety precautions include:

1. **Wear approved eye protection.** Industrial-quality eye protection should be worn at all times. Safety glasses should have the Z87.1 logo on them to assure they are industrial quality.

2. **Wear proper clothing.** This varies depending on the type of hand tool you are working with. Work clothing should not be loose, baggy, or highly flammable. To protect against burns, wear clothing such as coveralls, high-top shoes, leather aprons and leather gloves. Remove all paper from pockets and wear cuff less pants. When working with heavy metals wear hard-toed shoes with non-skid soles. Avoid wearing synthetic clothing because it has low flashpoints which can result in severe burns. Do not wear jewelry. It can get caught in moving parts.

3. **Protect your hair, scalp, and head.** Pull back long hair in a band or a cap to keep it from getting caught in tools. Be extremely careful with long hair when using a drill or drill press. When handling carpentry materials wear a hard hat or bump cap to protect your head.

4. **Watch your fingers.** Take special care when hammering so that you strike the object, not your fingers.

5. **Keep your mind on your work.** Avoid horseplay and loud talk. Loud talking as well as pushing, running, and scuffling while working with hand tools can cause serious accidents. Be alert and work defensively.

6. **Keep work area and tools clean.** Dirty, greasy, and oily tools and floors can cause accidents. Clean and put away all unneeded tools and materials. Clean up spills and scraps from the floor and equipment. Keep paths to exits clear. If conditions are dusty, use a respirator.

7. **Use tools properly.** Always use proper-sized tools and equipment for the job. Use each tool only for the job for which it was intended. Forcing a small tool to do the job of a large one may result in injury or tool damage. Never use a screw driver to see if electrical circuits are hot. Never use a machinist's hammer in place of a carpenter's hammer. Do not strike a hardened steel surface, such as an anvil, with a steel
hammer because a small piece of steel may break off and injure someone. Be sure wrenches fit properly. Never use pliers in place of a wrench. Never strike wrenches with hammers. Pull on wrenches, do not push. When sawing secure the material in the saw vise.

8. **Keep cutting-edge tools sharp.** Dull cutting-edge tools are dangerous as they require excessive pressure and hammering to make them cut. When cutting always cut away from the body. Before using any cutting tool, remove nails or other objects that might destroy the tool's cutting edge.

9. **Carry and store tools properly.** All sharp-edge tools and chisels should be carried with the cutting edge down. Never carry sharp tools in a pocket. Store all sharp-edge cutting tools with the sharp edges down.

10. **Inspect tools before using.** Avoid using damaged tools. Tools that appear to be damaged or have broken handles should be marked unsafe. Do not use them until they have been repaired.

11. **Grip tools firmly.** Hold hand tools securely so that they do not slip and hit someone. Do not wear gloves—they are bulky and make gripping tools difficult.

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**B. USE TOOLS PROPERLY**

(Example: Screwdrivers are not to be used for prying where a pry bar is needed and available from the employee's shop or the Storeroom supply.)

MUSC-owned tools and equipment are not to be used for personal work and may not be taken home or loaned out for personal work.

**C. SHOP TOOLS**

Shop tools will be issued and signed out at the beginning of each working day and returned at the end of the work shift. Employees should inspect/check tools for proper safety guards and operation, defective power cords/plugs and wear prone attachments (blades, bits, etc.). Repair/replace tools as necessary.

Clean and return tools on the same day unless other arrangements have been approved by your supervisor. Employees checking out shop tools are responsible for them until they are returned to the Storeroom or the tool locker. All defective tools, attachments, blades, etc., must be reported to your supervisor. Do not use defective tools. Keep safety guards on the tools. Do not lend tools to individuals or organizations outside of your work group or section. **MUSC tools, equipment and other MUSC property are not to be loaned out to individuals or organizations. They are to be used only on MUSC related work assignments. Work done in conjunction with MUSC sponsored organizations and events will be at the discretion of the MUSC Chief Facilities Officer or Designee.**
Removal from MUSC of University-owned tools or materials is considered theft of state property. The first offense will result in dismissal under MUSC Disciplinary Procedures.

D. PERSONAL TOOLS AND USAGE

Each employee must provide, maintain and carry the personal hand tools necessary to meet job requirements as assigned. Carry tools in a belt, box or bag. Tools must not be carried in pockets due to the possibility of injury to self or others and damage to property – furniture, walls, doors, etc. Refer to the OSHA Manual for safety precautions and procedures.

MUSC is not responsible for the safekeeping, damage, or loss of personal tools. Personal tools are the individual employee’s responsibility.

E. PERSONAL PROPERTY INSURANCE COVERAGE

In response to numerous inquiries concerning insurance coverage on personal property used in connection with employment at MUSC, we have obtained the following statement from our insurer, the South Carolina Insurance Reserve Fund:

“The South Carolina Insurance Reserve Fund is authorized to provide property insurance coverage on buildings and the contents thereof that is owned by the public entity. We can also insure property used by the public entity under long-term lease, provided the lease requires you to insure the property. It is not our intent to insure personal property of employees used in connection with their jobs. The most appropriate method of insuring personal property of your faculty members and employees is by endorsement to their homeowner’s policy.”

“MUSC does not carry insurance on personal property (book, computers, and clothing) even if they are used in their work. If the faculty member or employees wishes insurance, they should contact their private insurance carrier.”