



Hand & Portable Power Tools Standard

1. PURPOSE

This standard establishes minimum requirements for the safe use of hand and portable power tools.

2. SCOPE

This Standard is applicable to employees of Expand Energy (EXE), its affiliates or subsidiaries performing work on Expand properties or on the company's behalf.

Contractors **shall** have their own standard that meets or exceeds regulatory requirements.

3. DEFINITIONS

Guard - A device worn or fitted to prevent injury or damage.

Electric Tool – A power tool that is driven by electricity and an electric motor.

Hydraulic Tool – A power tool that is driven by pressurized fluid transmitted through motors and cylinders. Fluid is controlled by automatic or manual control valves.

Fuel Powered Tool – A power tool that is driven by liquid fuel (i.e. gasoline, diesel) which powers an internal combustion engine (e.g. chainsaw).

Pneumatic Tool – A power tool that is driven by compressed gas, usually air or CO₂.

Powder-actuated Tool – A power tool that is driven by a controlled explosion created by a small chemical propellant charge; similar to the process that discharges a firearm (e.g. Hilti nail gun).

Power Tool - A tool that is actuated by an additional power source and mechanism other than manual force.

Tool - A device or implement, especially one held in the hand, used to carry out a particular function (e.g. hammer, shovel, knife, etc.).

Shall – Denotes a minimum requirement to conform to the Standard. To aid the reader, "shall" requirements are identified in bold. Any deviation from a minimum requirement must be approved via the Standard Exception Form.

Should – Denotes a recommendation, or that which is advised, but not required to conform to the Standard

4. ROLES & RESPONSIBILITIES

Supervisors

- Provide technical support regarding tool selection and use.
- Ensure compliance within their area of responsibility.

	• Ensure the safe condition of all hand & power tools and similar equipment.
Employees	• Select and use the correct tool for the task. • Maintain tools in good working order and notify supervisors if replacements are needed. • Use stop work authority when unsafe tool conditions exist.
HSER	• Support supervisors and employees with the application of this standard.

5. REQUIREMENTS

5.1 GENERAL

The following General Requirements **shall** be complied with:

- Business Units (BUs) **shall** evaluate tasks requiring cutting devices to identify the appropriate tool for the task and ensure those tools are available for use. Personal pocket knives are not permitted for work activities.
- Tools are to be kept clean and maintained in proper working condition (free from grease/oils, cutting tools sharp, handles free of crack, screws/bolts tight, etc.).
- Tools are inspected prior to and during use for excessive wear or damages, and any tool that shows wear or damage beyond what is acceptable for safe use, **shall** be removed from service immediately.
- Tools are to be used in accordance with the manufacturer's recommendations and as appropriate for the job being performed.
- Make-shift/homemade tools are prohibited.
- Appropriate PPE **shall** be utilized when working with tools, as outlined by the manufacturer's recommendations.
- Loose clothing, jewelry, long hair, etc. **shall** be secured to prevent entanglement in rotating tools.
- Tool guards are to remain in place when the tool is in use.
- Manufacturer established load ratings **shall not** be exceeded.

- Power tools used in a potentially flammable atmosphere **shall** be properly rated for Class 1 Division 1 or Division 2 environments.
- Abrasive wheels are to be inspected for damage prior to each use.

5.2 POWER TOOLS

Power tools and their use **shall** comply with the following:

- Tools such as drills, tappers, fastener drivers, belt sanders, reciprocating saws, saber saws, scroll saws, jig saws with blades greater than 1/4" width, grinders/sanders with wheels greater than 2" diameter, and similar tools must be equipped with a constant pressure switch or control (dead man's switch).
- Tools must be disconnected when not in use, when servicing and/or cleaning, and when performing attachment changes (i.e., unplug corded tools or remove battery from battery powered tools, unless using a keyless chuck for drill bit changes).
- Tools are not to be carried or hoisted by their cord or hose.
- Cords/hoses should be kept away from heat, oil, and sharp edges.
- Damaged cords/hoses **shall** be replaced immediately.

5.2.1 ELECTRIC TOOLS

- Electric tools are to be double insulated or be equipped with a 3-prong plug, and 3-prong plugs missing the grounding pin **shall** be removed from service immediately.
- Electric tools used outdoors or in any wet environment may only be used in conjunction with a GFCI outlet or other portable GFCI protective device.
- Electric tools **shall** be rated for the correct environment (e.g. explosion-proof in hazardous areas) or be used in accordance with the Hot Work Standard and Electrical Safety Standard.

5.2.2 FUEL POWERED TOOLS

- All power-driven chains, belts, and gears **shall** be positioned or guarded to prevent accidental contact with the operator during starting or operation of the equipment.
- A shutoff device or switch **shall** be in place to stop operation of the engine and manual intervention must be required to restart the engine.
- Only an approved, properly labeled, metal safety container may be used to store fuel.

5.2.3 PNEUMATIC TOOLS

- Pneumatic tools **shall** be fastened securely to the air hose to prevent accidental disconnection.

- Pneumatic tools that shoot any type of fastener are to be designed so that the muzzle end must be pressed against the work surface prior to shooting.
- Pneumatic tools, air hoses and hose connections **shall** only be used within the pressure and service parameters for which they are designed.
- Compressed air used for cleaning **shall not** exceed 30 psi pressure setting.

5.2.4 HYDRAULIC TOOLS

- Hydraulic-hose, fittings, valves, pipes and filters **shall** only be used within the pressure and service parameters for which they are designed.

5.2.5 POWDER-ACTUATED TOOLS

- The muzzle end of powder-actuated tools must have a protective shield or guard that is designed to confine flying fragments or particles that may create a hazard at the time of firing.
- Powder-actuated tools **shall** be designed to only operate when pressure is applied against a work surface.
- The firing mechanism **shall** be configured so that the tool cannot fire during loading, preparation to fire, or if the tool is dropped.
- Powder-actuated tools are to be inspected each day to ensure all safety devices are working properly.
- Powder-actuated tools may not be:
 - left unattended when loaded
 - pointed in the direction of any persons
 - fired into material that would allow the fasteners to pass through to the other side

6. TRAINING

All employees who have the potential to use hand and portable power tools **shall** receive initial awareness level training on this standard, as well as any necessary job specific training to ensure safe selection and usage.

7. AUDIT REQUIREMENTS

Audits **shall** be periodically conducted by HSER to confirm compliance with this Standard.

8. STANDARD EXCEPTIONS

Requirements outlined in this Standard **shall** be followed, unless a Standard Exception is filed on behalf of, and with the approval of the Operations Manager. The Company's Standard Exception Form is to be utilized to properly document any exceptions.

9. DOCUMENT CONTROL TABLE

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