1 PURPOSE

The purpose of this standard is to provide minimum requirements detailing the safe use of hand and portable power tools. In addition, all employees must follow mandatory local, state, and federal statutory rules and regulations applicable to this standard.

2 SCOPE

This standard is applicable to all personnel employed by Chesapeake Energy Corporation who perform work on Chesapeake properties and/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.

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

- **Electric Tool –** Driven by electricity and an electric motor.
- **Hydraulic Tool –** Driven by pressurized fluid transmitted through motors & cylinders. Fluid is controlled by automatic or manual control valves.
- **Fuel Powered Tool –** Driven by liquid fuel (i.e. gasoline, diesel) and powers internal combustion engine. (e.g. Chainsaw)
- **Pneumatic Tool –** Driven using compressed gas, usually air or CO2.
- **Power-actuated Tool –** 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)

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.

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

4 RESPONSIBILITIES

4.1 HSER

- Support supervisors and employees with the application of this standard.
- Facilitate & provide training for employees.

4.2 SUPERVISORS

- Provide technical support regarding tool selection and applicability to intended work. Must be knowledgeable of this standard and ensure compliance within their area of responsibility.
- Responsible for the safe condition of all hand & power tools and similar equipment.
- Develop and maintain written SOPs that define the proper tool selection specific to the type of work being outlined in the SOP.

4.3 EMPLOYEES

- Must be knowledgeable of this standard and comply with its requirements.
- Ensure that the correct tool is used when performing work.
- Maintain tools in good working order and notify supervisors if replacements are needed.

5 REQUIREMENTS

5.1 GENERAL REQUIREMENTS – ALL TOOLS

- Keep work area clean and organized (free of un-used tools and/or tool parts, electrical cords, etc.).
- Secure loose clothing, jewelry, long hair, etc., to prevent these from becoming entangled in the tool.
- Clean & maintain tools regularly to ensure proper working condition (free from grease/oils, cutting tools sharp, handles free of cracks, screws/bolts tight, etc.).
- Inspect tools prior to and during use for excessive wear or damage.
- Any tool that shows wear or damage beyond what the manufacturer states is acceptable for safe use, must be removed from service immediately.
- Use the appropriate tool for the job and only use tools in accordance with the manufacturer's recommendations (no tool's ratings should ever be exceeded).

- Make-shift/homemade tools are strictly prohibited (e.g., cheater bars, pry bars, tie downs, etc.).
- Always use appropriate PPE when working with tools as outlined by the manufacturer's recommendations or the CHK minimum PPE requirements, whichever is stricter (e.g., safety glasses, face shields, hard hats, safety shoes, gloves, protective clothing, hearing protection, etc.).
- Ensure tool guards are in place when the tool is in use & never remove or alter a tool guard.
- Any tool intended to support a load, either suspended or as a base, must have the rated load legibly and permanently marked in a prominent location on the tool itself.
- Manufacturer established load ratings **shall** never be exceeded.
- Rated tools **shall** be periodically inspected/tested for structural integrity per the manufacturer's recommendations.
- When working in potentially flammable atmospheres or areas designated as Class 1 Div. 1 or 2, only use tools which are rated intrinsically safe, non-sparking, or perform the work under the provisions that follow the CHK hot work standard.
- Abrasive wheels must be inspected for damage prior to each use (i.e., perform a ring test to ensure the wheel is free of cracks or defects).

5.2 Power Tools

5.2.1 General Requirements – Power Tools

- Tools such as drills, tappers, fastener drivers, belt sanders, reciprocating saws, saber saws, scroll saws, jig saws with blades greater than ¼" in width, grinders/sanders with wheels greater than 2" in diameter, and similar tools must be equipped with a constant pressure switch or control (dead man's switch) OR be equipped with a "lock-on" control if it allows the worker to shut off with a single motion using the same finger.
- Disconnect tools when not in use, before 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).
- Keep your work area clear of all non-essential personnel.
- Keep tools sharp and clean.
- Do not carry tools by the cord/hose.

- Do not use cord/hose to hoist or lower tools.
- Keep cords/hoses away from heat, oil, and sharp edges.
- Replace damaged cords/hoses immediately.

5.2.2 ELECTRIC

- Electric tools must be marked double insulated or be equipped with a 3-prong plug.
- Any 3-prong plugs that are missing the grounding pin must be removed from service immediately.
- When using electrical tools outdoors or in any wet environment, they must be used in conjunction with a GFCI outlet or other portable GFCI protective device.
- Electrical cords **shall** not be suspended by potentially abrasive and/or conductive materials.
- Tools **shall** be rated for the correct environment. Or in accordance with the hot work and electrical safety standard.

5.2.3 HYDRAULIC

- The manufacturer's recommended safe operating pressures for hoses, valves, pipes, filters, must not be exceeded.
- Hydraulic-hose and fittings **shall** be designed for the pressure and service to which they are subjected.

5.2.4 LIQUID FUEL

- 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 must be provided to stop operation of the engine and **shall** require a manual intervention to restart the engine.
- Only an approved, properly labeled, metal safety can may be used to store fuel.
- Engines must be shut down and allowed to cool before refueling.

5.2.5 PNEUMATIC

- Ensure tool is fastened securely to the air hose to prevent disconnection.
- Pneumatic tools that shoot any type of fastener must be designed so that the muzzle end must be pressed against the work surface prior to shooting.

- Air-hose and hose connections **shall** be designed for the pressure and service to which they are subjected.
- Pneumatic tools **shall** never be subjected to pressures exceeding their manufacturer's max pressure rating.
- Compressed air **shall** not be used for cleaning purposes except where it is reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.
- Compressed air nozzles should never be pointed at anyone and air nozzles should be the vented type.

5.2.6 POWER-ACTUATED

- The muzzle end of the tool must have a protective shield or guard that is designed to confine any flying fragments or particles that may create a hazard at the time of firing.
- The tool must be designed so that it cannot be fired unless it is equipped with a protective shield or guard.
- The tool must be designed so it is not able to be operated except when pressed against a work surface.
- The firing mechanism must be designed so that the tool cannot fire during loading, preparation to fire, or if the tool is dropped.
- Inspect/test the tool each day to ensure all safety devices are working properly.
- Do not leave a loaded tool unattended.
- Keep hands clear of the barrel end.
- Never point the tool at anyone.
- Do not fire fasteners 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 awareness level training on this standard, as well as any necessary job specific training to ensure they acquire the knowledge and skills for safe selection and usage.

7 AUDIT REQUIREMENTS

Regular audits of this standard and associated procedures may be conducted by the Compliance Assurance department. Audits will be documented and corrective actions monitored until they are implemented.

8 DOCUMENT STORAGE AND RETENTION

Documents **shall** be retained in accordance with the Records Retention Schedule, Document Control Standard and applicable laws.

9 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 Production Manager, HSER representative, and Facilities Engineering **should** also be in accord with submitting the exception. The ServiceNow Standard Exception Form may be found in the "Policies & Controlled Documents" section of The Point page. Links to the Quick Reference Guide and Standard Exception Form are provided below.

• Link: Quick Reference Guide - Standard Exception Process

• Link: Operations Standard Exception Form

9 REFERENCES

9.1 INTERNAL

- HSER-SAF-CHK-STD-016
- HSER-SAF-CHK-STD-024

9.2 EXTERNAL

- OSHA 1910 Subpart P
- OSHA 1926 Subpart I

10 APPENDIX

Not Applicable

11 DOCUMENT CONTROL TABLE

Title: Hand & Portable Power Tools Standard		**Document Number:** HSER-SAF-CHK-STD-020		
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Version History				
Ver. #	**Effective Date**	**Description**	**Author**	**Approved By**
1.0	03/06/17	Issued	Tim Streeter	Jason Kelly
1.1	07/18/19	Revised document number to DSG numbering convention (formerly CHK-EHS-SAF-STD-015); updated EHS & Regulatory to HSER throughout document; updated Document Control Table to DSG format.	Kelly Trice	NA
2.0	11/09/21	Updated definitions, combined section 4.1 & 4.2 to just be supervisors, added class 1 Division 1 or 2 to match hot work standard, 5.2.2 added langue to match the hot work and electrical standard added in the standard exception reference	Shane Glassey	HSER Leadership Team