



## UPF JOB HAZARD ANALYSIS

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<b>JHA NO.:</b>		<b>JHA-00721</b>	<b>REV:</b>	<b>0</b>	<b>ISSUE DATE:</b>	<b>11/22/2023</b>
<b>JHA TITLE:</b>		<b>Hand and Power Tools</b>	<b>WORK PACKAGE NUMBER:</b>	<b>N/A</b>	<b>SPECIFIC LOCATION:</b>	<b>N/A</b>
<b>Activity</b>	<b>Sub-Activity</b>	<b>Hazard</b>	<b>Control</b>			
Hand & Power Tools	Hand, Air and Electrical Tools	Improper Use of Tools or Equipment	Tools used on the UPF construction site shall not be manufactured, altered, modified, or in any way changed without the explicit approval of the UPF Site Manager and ES&H Manager.			
		Laceration or Grinding Wheel Failure	Personnel shall Ensure hand tools are safe by performing the following:			
		Fire	· Inspecting tools before each use for damage or defects, such as:			
		Electric Shock	o Cracked handles			
		Inhalation of Carbon Monoxide, Nitrogen Dioxide, and or Other Combustion Gases, Chemical Asphyxiation	o Damaged cutting edges			
		Struck-by	o Splitting or cracked parts			
		Abrasion	o Broken adjusting components			
			o Insulation damage (e.g., flattened, cuts, abrasions, burnt or discolored conductors, melted cord caps, cord deformation)			
			· Verifying that the work package identifies non-sparking tools when the work to be performed may require them			
			· Testing daily ground fault circuit interrupter (GFCI) receptacles prior to use, including portable units			

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			· Verifying tools and their components (e.g., guards, retainers, and other safety mechanisms) are not altered and that they are operated in accordance with the manufacturers' specifications			
			· Ensuring guards are in place for tools, such as saws and grinders, while they are in operation			
			· Ensuring that tools are not abused, are kept in good operating condition, and are			
			only used for their intended purposes			
			· Double insulating or grounding all electrically powered tools. If there is evidence that the ground pin has been damaged or removed, then immediately take the tool out of service, tag it, and return it to a controlled area for repair			
			· Protecting temporary construction outlets used for 120-volt tools with GFCI devices			
			· Inspecting woodworking tools for the following:			
			o Fixed power-driven tools have disconnect switches that can be either locked or tagged in the off position			
			o Circular saws that are over 20 inches in diameter and/or operated over 10,000 peripheral feet per minute have clearly marked operating speeds			
			o Installed automatic feed devices are covered and/or guarded			
			· Ensuring that the manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings used for conducting compressed air are not exceeded			
			· Ensuring that the pressure of compressed air used for cleaning purposes is less than 30 pounds per square inch. Compressed air shall not be used for cleaning or blowing dust from any part of the body or clothing			
			· Securing airline hoses for hand tools and other equipment together (i.e., with whip restraints) to preclude uncontrolled whipping in the event that hose couplings become separated while under pressure			

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Activity	Sub-Activity	Hazard	Control			
			· Protecting air-supplying hoses exceeding 1/2-inch internal diameter with an excess flow valve to prevent whipping in the event of hose separation or failure			
			· Installing air receivers and associated drains, traps, gauges, and safety valves to promote ease of access and safe operation			
			· Having personnel Ensure portable grinders are properly configured for either a			
			left-handed or right-handed person's use, as applicable			
			· Providing portable grinders with a hood-type guard with side enclosures that cover the spindle and at least 50 percent of the wheel. All wheels shall be inspected regularly for signs of fracture			
			· Bench grinders shall be equipped with deflector shields and side cover guards that have:			
			o A maximum angular exposure of the grinding wheel periphery and sides not more than 90 degrees, except when work requires contact with the wheel below the horizontal plane of the spindle			
			o An angular exposure not exceeding 125 degrees			
			o An exposure not beginning more than 65 degrees above the horizontal plane of the spindle			
			o Have tool rests with a maximum clearance of 1/8-inch between the wheel and grinding stone			
			· Hand-held grinders shall be equipped with a constant pressure switch.			
			· Supervisors shall Ensure frequent light dressings on bench grinders are performed.			
			· When turning on a bench grinder, the users shall stand off to one side until the wheel has come up to full speed.			
			· Personnel shall inspect all wheels before use for signs of fracture.			



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			· Prior to operating a bench grinder, personnel shall conduct a "ring test" (i.e., gently tap the wheel with an object, which should yield a metallic tone or "ring"). If there is a "dead" sound, then take the grinder out of service and replace the wheel			
			· Electric bench grinders shall be equipped with an anti-restart feature to prevent restart after an electrical power outage			
			· Shop machines (e.g., drill presses, fixed saws, or bench grinders) shall be effectively fastened or secured in place to prevent movement during operation and use.			
			· Tool safety retainers shall be installed on portable tools when required by the tool manufacturer (e.g., nail gun retainer).			
			· Fuel-powered tools shall not be used in unventilated areas. Fuel shall be dispensed only from approved safety cans. These cans shall be properly labeled and stored.			
			· Cutting tools approved for general application are cutters with an integrated safety device (i.e., self/automatic retracting blade) or safety design (i.e., scissors, shears, wire strippers, or recessed/protected blades).			
			· Prior to using cutting tools not approved for general use (i.e., fixed blade knives), Ensure the Job Hazard Analysis (JHA) identifies the hazards and controls associated with the use of the tool(s) and that approval is received from the ES&H Manager or designee. The approval shall be documented on the Field Level Hazard Assessment (FLHA) card for the specific task. Refer to Y17-95-64-823, UPF Field Level Hazard Assessment/ Job Hazard Analysis Program (FLHA/JHA) Process.			
Drill Presses	Drill Presses (Floor, Bench, and Magnetic) Manufactures Recommendations	Crushing	· Always be sure the machine support is securely anchored to the floor or the work bench			
		Striking	· Do not overreach. Keep proper footing and balance at all times			
		Entanglement	· Never leave chuck keys, wrenches, or any other tools on machine. Always verify removal before starting			

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Activity	Sub-Activity	Hazard	Control			
		Hot Objects and Components	· Keep guards in place and in proper working order. Do not operate the machine with guards removed			
		Flying Particles	· Never leave the machine running while unattended. Machine shall be shut off whenever it is not in operation			
			· All work shall be secured using either clamps or a vise to the drill press table. It is unsafe to use your hands to hold any workpiece being drilled			
			· Never brush away any chips while the machine is in operation. All clean up should be done when the machine is stopped			
			· Keep hands in sight and clear of all moving parts and cutting surfaces. Do not put hands or fingers around, on, or below any rotating cutting tools			
			· Reference ML-SH-80176-A002, <i>UPF Eye and Face Protection List</i>			
			· Ensure drill press is grounded in accordance with the National Electrical Code and local codes and ordinances			
Threading Machines	Threading Machines (includes Hand-Held) Manufacturer's Recommendations	Crushing, Striking, Entanglement, Hot Objects and Components, Flying Particles	· Keep handles and grasping surfaces dry, clean and free from oil and grease			
			· Secure machine to bench or stand. Support long heavy pipe with pipe supports			
			· Do not overreach. Keep proper footing and balance at all times			
			· Restrict access or barricade the area when work piece extends beyond machine to provide a minimum of (3-4 feet) clearance from the work piece			
			· While operating the machine, stand on the side where the operator control switch is located			
			· Keep hands away from rotating pipe and fittings. Stop the machine before wiping pipe threads or screwing on fittings. Allow the machine to come to a complete stop before touching the pipe or machine chucks			
			· Do not use this machine if the foot switch is broken or missing			
			· One person must control the work process, machine operation and foot switch			

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Activity	Sub-Activity	Hazard	Control			
			<ul style="list-style-type: none"> <li>Never reach into the machine front chuck or rear centering head</li> <li>Never leave the machine running while unattended. Machine shall be shut off whenever it is not in operation</li> <li>Always firmly hold the power drive when threading or backing die head off the pipe to resist threading forces, regardless of support device use. (Hand-Held 700 Power Drive)</li> <li>When threading 1" or larger pipe, use support device to resist threading forces. Use an appropriate support device per manual instructions. Pipe ¾" and smaller nominal dimension can be threaded without the use of support device. (Hand-Held 700 Power Drive)</li> </ul>			
Manual Horizontal Bandsaw	Manual Horizontal Bandsaw Manufacturer's Recommendations	Laceration	<ul style="list-style-type: none"> <li>Keep guards in place and in proper working order. Do not operate the machine with guards removed.</li> <li>Do not overreach. Keep proper footing and balance at all times</li> <li>Keep hands in sight and clear of all moving parts and cutting surfaces. Do not put hands or fingers around, on, or below any rotating cutting tools</li> <li>Never leave adjusting keys, wrenches, or any other tools on machine. Always verify removal before starting</li> <li>All work shall be secured using either clamps or a vise prior to starting cutting activity</li> <li>When changing a blade or doing any other maintenance or repair, disconnect the main power supply</li> </ul>			
			All portions of band saw blades will be enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and the table Band saw wheels shall be fully encased.			
			Always adhere to the following requirements:			
			<ul style="list-style-type: none"> <li>Keep hands away from cutting area and blade.</li> </ul>			
			<ul style="list-style-type: none"> <li>Always keep both hands on the tool handles.</li> </ul>			
			<ul style="list-style-type: none"> <li>Always keep your hands out of the line of the band saw blade.</li> </ul>			
Portable Band Saws	Portable Band Saws	Laceration	Ensure the material being cut is secured via approved methods (i.e., bench vise, c-clamp).			



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Activity	Sub-Activity	Hazard	Control			
			<b>NOTE: Never hold the material that is being cut!</b>			
			· Always wait until the motor has reached full speed before starting a cut.			
			· Prevent unintentional starting. Ensure the switch is in the off position before connecting to power source and/ or battery pack, picking up or carrying the tool.			
			· Remove any adjusting key or wrench before turning the power tool on.			
			· Do not overreach. Keep proper footing and balance at all times.			
			· Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts.			
			· Do not force the power tool. Use the correct power tool for your application.			
Portable Circular Saws	Portable Circular Saws	Laceration	· Portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe			
			· The lower guard will cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work			
			· The lower guard will automatically return to the covering position when the blade is removed from the work			
Radial Saws	Radial Saws	Laceration	· Radial saws shall be equipped with an upper guard that completely encloses the upper half of the saw blade, including the end of the saw arbor			
			· The upper hood must be constructed in such a manner and of such material to protect the operator from flying debris (e.g., splinters, broken saw teeth) and deflect sawdust away from the operator			
			· The operator shall Ensure the sides of the lower, exposed portion of the radial saw blade are guarded and that the saw blade automatically adjusts to the thickness of the material and remains in contact with the material being cut			
			· The operator shall Ensure radial saws used for ripping are equipped with non-kickback fingers or dogs			

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Swing/Sliding Cut-Off Saws	Swing/Sliding Cut-Off Saws	Laceration	· Swing or sliding cut-off saws shall be equipped with a hood that completely encloses the upper half of the saw			
			· Limit stops shall be set in place to prevent swing or sliding cut-off saws from extending beyond the front or back edge of the table			
			· Each swing or sliding cut-off saw shall be provided with a device that will return the saw automatically to the back of the table when released at any point of its travel			
			· When performing inverted sawing with the sliding cut-off saws, operators will ensure a hood is in place to cover the part of the saw that protrudes above the top of the table or material being cut			
Table Saws	Table Saws	Laceration	· Circular table saws shall be equipped with a hood over the portion of the saw above the table and mounted so that the hood automatically adjusts itself to the thickness of the material and remains in contact with the material being cut			
			· Circular table saws shall have a spreader alignment with the blade spaced no more than 1/2-inch behind the largest blade mounted in the saw. This provision does not apply when grooving, performing dado work, or rabbeting (i.e., jointing)			
			· Ensure circular table saws used for ripping are equipped with non-kickback fingers or dogs			
			· Feeder attachments shall have the feed rolls or other moving parts covered/guarded to protect the operator from hazardous points			
Powder-Actuated Tools	Powder-Actuated Tool Use	Improper Use of Tool or Equipment	· Only those workers who have received training for the particular tool being used are allowed to operate a powder-actuated tool			
		Line of Fire	· Test powder-actuated tools each day before loading to Ensure safety devices are in proper working condition and use the manufacturer's recommended procedure to perform the required tests			
		Struck-by, Flying Particles	· When powder-actuated tools are not in proper working order or when such tools develop a defect during use, tag them immediately "out-of-service" and remove them from the worksite. Faulty tools shall not return to the work area until properly repaired			



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		Fire	· DO NOT load powder-actuated tools until just prior to the intended firing time			
			· DO NOT point loaded or empty tools at any workers, and keep hands clear of the open barrel end			
			· DO NOT leave loaded tools unattended			
			· Avoid driving fasteners into very hard or brittle materials, including cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile			
			· Avoid driving fasteners into materials that are easily penetrated unless such materials are backed by a substance capable of preventing the pin or fastener from passing completely through and creating a flying missile hazard on the other side			
			· DO NOT drive fasteners into a spalled area caused by an unsatisfactory fastening			
			· DO NOT use powder-actuated tools in an explosive or flammable atmosphere			
			· Use powder-actuated tools with the correct shield, guard, or attachment recommended by the manufacturer			
			· Establish a danger barricade and signage in areas where powder-actuated tools are in use in accordance with UPF-CP-214			
			· Store powder-actuated tools and fasteners in accordance with manufacturers' recommendations when not in use			
			· DO NOT dispose unspent rounds in domestic trash. Contact Superintendent, Site Technical Representative, and/or ES&H			
			· Dispose misfired rounds in accordance with the manufacturers' instructions			
			· Ensure the tool operator wears safety glasses and a face shield during operation			
			· Powder-actuated tools and powder charges shall be controlled so as to prevent unauthorized possession at any time while not in use (i.e., tools are stored in locked containers and powder charges in a locked flammable cabinet). The operators shall not carry cartridges in their pockets			



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			· Only powder-actuated charges, studs, pins, or fasteners designed and recommended by the manufacturer for use in a specific tool shall be used. Cross-use of accessories with tool is prohibited
			· In the event of a misfire, hold the tool in the operating position against the working surface for no less than one full minute. If it is uncertain that the tool is defective, then unload the tool and place it in its container and return it to the tool room with a tag that reads "Danger. Defective Tool/Equipment. Do Not Use."
			· When making a thorough and complete study of the job, Ensure the type of material to be worked on is included, as well as its thickness and general condition
			· Ensure occupied areas behind the firing location are cleared prior to task start
			· Avoid the use of powder-actuated tools on materials or surfaces that may be completely penetrated by the fastening stud
			· DO NOT drive fasteners directly into materials such as brick or concrete that are closer than three inches from the edge or corner or into steel surfaces closer than 1/2-inch from the edge or corner UNLESS a special guard or fixture is used
			· Ensure the operator knows what is behind the surface or between the surfaces or walls into which the stud is being driven (e.g., electrical wires, fluid lines, gas lines, personnel)
			· DO NOT carry a tool from one job to another while it is loaded
			· DO NOT fire the tool when there is an obstruction in the barrel
			· DO NOT fire a tool into a pre-drilled hole
			· DO NOT test a powder-actuated tool with the breech plug still in the barrel
			· DO NOT use a fastener without a cap or guide
			· Avoid using a long-breech plug charge in a short-breech barrel
Chainsaw	General Requirements	Flying Particles	· Reference ML-SH-801768-A002, <i>UPF Eye and Face Protection List</i>



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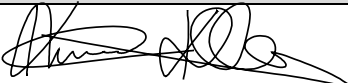

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		Lacerations	· In addition to standard PPE, cut resistant logging chaps and toe caps or metatarsal guards are required			
			· Never cut above shoulder height or overreach. Ensure material is secured to prevent inadvertent movement during cutting operations			
			· Never drop start a chainsaw. Place saw on stable surface and pull start			
Demo/Chop Saw	General Requirements	Flying Particles	· Reference ML-SH-801768-A002, <i>UPF Eye and Face Protection List</i>			
		Struck by	· In addition to standard PPE, cut resistant logging chaps and toe caps or metatarsal guards are required			
		Lacerations	· Never cut above shoulder height or overreach. Ensure material is secured to prevent inadvertent movement during cutting operations			
		Fire (Hot Work)	· Evaluate material for the potential to produce sparks. If not in a Designated Hot Work Area, contact the Permit Authorizing Individual (PAI) for a Hot Work Permit and follow the permit requirements.			
Defeating Safety Devices (Life Critical Activity)	Guards or Safety Protection Devices	Unsafe Conditions	Never Disable, bypass, modify, or remove any safety protection devices without written authorization from the Site Manager and ES&H Manager. This includes, but it's not limited to:			
			· Disconnect load indicators			
			· Remove Guards or handles from rotating equipment or tools			
			· Fix or lock triggers and power switches to keep them in the "on" position			
			· Hardwire electrical wires into outlets			
			· Use damaged or defective equipment and/or tools			
			· Skip or bypass required inspections before using equipment and/or tools			
			· Operate equipment without deploying outrigger pads when they are required			



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<b>PREPARER:</b>	<u>Anton R. Panev</u>	<u></u>		<u>11/22/2023</u>	
		Printed Name/Signature		Date	
<b>APPROVAL:</b>					
<b>ES&amp;H:</b>	<u>Kieran S. Kelly</u>	<u></u>		<u>11/22/2023</u>	
		Printed Name/Signature		Date	
<b>SITE MANAGER:</b> (COI-CM-801768-A087)	<u>Matthew W. Schmid</u>	<u></u>		<u>11/22/2023</u>	
		Printed Name/Signature		Date	