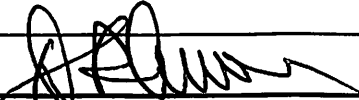


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-24
Subject:	Personal Hand Tools	Effective Date:	January 1993
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All personal hand tools will be visually inspected for integrity before use on any energized parts. If hand tools are found not be electrically safe, they will be taken in to the Electrical Systems Manager for replacement.

Purpose

To ensure the safe handling of energized parts with hand tools.

Procedure

1. If a hand tool must be used on an energized part, the tool must be inspected by the user for verification that the tool is in operating condition.
2. All defective tools are to be taken immediately to the Electrical Manager and tagged "Out of Service" with a red tag.