


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Safety	Procedure Number:	SA-03
Subject:	Maintenance of Power Tools	Effective Date:	September 1994
		Revised Date:	December 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All portable power tools and their associated safety devices will be maintained in accordance with the manufacturer's recommendation.

Purpose

To minimize the risk of injury by assuring that power tools and their safety devices are in proper working condition.

Procedure

1. Visually inspect all switches, controls, power cords and safety devices prior to use.
2. Check to ensure all safety-guarding devices are intact, tight, and in the proper position.
3. Any portable power tool that is found to be unsafe should be tagged out of service and brought to the attention of the appropriate manager and kept out of service until such time as repairs can be made to restore the tool to a safe operating condition.