



STANDARD OPERATING PROCEDURES			
WRENCH SAFETY			
Supersedes Policy Dated	N/A	Creation Date	6-19-18

To: All Channels

From: Service Ops

Re Policy: **Safe Tool Use**

Purpose: This document is intended to communicate the 4 Wheel Parts operating procedures for the safe use of hand and impact wrenches.

Required PPE: Work uniform (includes long pants), safety glasses with side shields, cut/abrasion resistant gloves, safety- toe leather boots

Additional PPE: Face shield if there is the potential for flying objects to impact the face.

Hazards of using wrenches:

The wrench slips off of the work,
 The work piece may suddenly break free causing you to lose balance,
 The wrench, socket or work piece may break, or
 Turning the handle quickly or with pressure may create stress and strains on the hands or arms.

Safe use of Wrenches:

1) Only use quality wrenches

Good wrenches will not only last you longer, but will not slip as easily as cheaper ones. They will save you money over the long haul and provide you better use and safety.

2) Match your wrench size to the job

You will achieve the best leverage when your wrench size and length is appropriate for your job. Make sure you achieve complete contact and know which way it needs to be turned before turning.

3) Always pull, never push

Position your body so that you are pulling to turn the wrench instead of pushing. This will save your knuckles when the wrench slips.

4) Keep wrenches clean

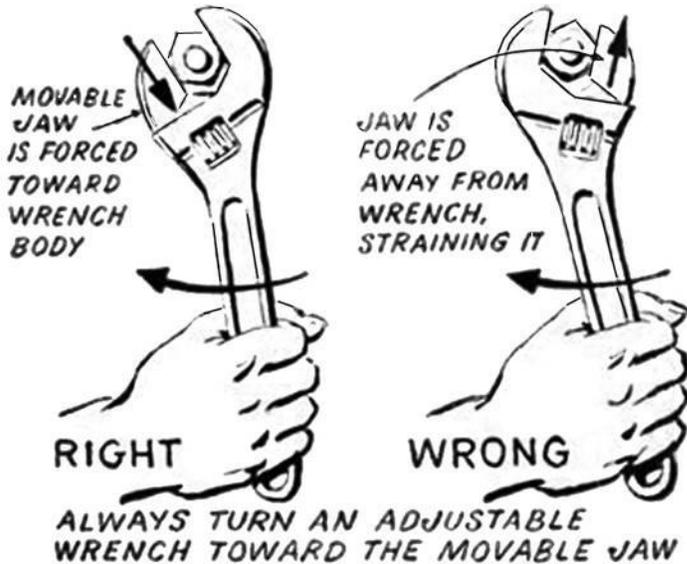
Make sure your wrenches are always clean and dry before using. Make sure they are free from oil to avoid serious injury from slipping.

5) Never strike a wrench with a hammer

You will risk damaging your wrench if you hit it with a hammer for more power unless it is specifically designed to be hit. Find another way to loosen it.

6) Turn the wrench the proper way

When turning with an adjustable wrench, the direction of the turn should be against (towards) the permanent jaw.



7) Do not attempt to add leverage with other objects

Adding leverage by extending the length of your wrench with a pipe or other object may seem like a smart technique. However, you risk bending your wrench handle or damaging the head. You also risk the pipe or other object slipping and causing serious injury to you or someone else. Instead, use a longer wrench.

8) Never use a damaged wrench

If a wrench handle or jaws are bent, it is weakened and shouldn't be used. Also, do not try to bend it back into shape as this will only weaken it further.

9) Use proper body positioning

Position your body in a way that will prevent you from losing balance and hurting yourself if the wrench slips or something (e.g., a bolt) suddenly breaks. Stand aside when work is done with wrenches overhead. Make your work area as large as possible to avoid pinch points and contact with objects while turning the wrench or if the wrench slips off of the bolt/nut.

Safe use of Impact Wrenches:

1) Read the directions

Always read and understand the tool's operator's manual, tool markings and the instructions packaged with the accessory before starting any work.

2) Use the correct accessory

Use only sockets that are specifically designated "impact wrench sockets". Other sockets which are made for hand tool use will not withstand impact wrench use. If not, the parts may be too fragile to withstand the impact and may splinter or break. Choose the proper sized socket for the task.

3) Examine the impact wrench and accessories for damage

Before using an impact wrench or any required accessories, thoroughly examine them for any signs of cracking, breakage or other signs of damage. Using damaged tools is dangerous, because it could result in serious accidents.

4) Operate the impact wrench properly

Never use an impact wrench for tasks that are unsuitable or too complex. Avoid forcing the tool to prevent accidents. Always make sure you have a firm grip on the tool and maintain control over the applied torque. Check usage, safety instructions and recommended torque for the sockets you use.

5) Unplug the impact wrench when not in use

If you are not using the impact wrench, unplug it and store the tool and its accessories in a dry, enclosed location. Never change sockets or accessories when the impact wrench is still plugged in. If the tool turns on by mistake, it can cause injury.

6) Protect the tool and accessories

Store the impact wrench and sockets in a safe place. Avoid exposing them to excessive sun or rain. Handle the tool and sockets with care, to avoid dropping and damaging them.

7) Prevent accidents

Never use an impact wrench in cold or wet conditions, as this can result in possibly fatal electric shocks. If you are working at a height, make sure you have a firm footing and that no one is directly below you. Be careful of loose clothing or hair that could get caught in the wrench/socket.

8) While impacting

NEVER overreach! For maximum control, hold the impact wrench firmly with both hands after securing the work piece.

Don't force the impact wrench. It will do the job better and safer at the rate for which it was intended. Always check maximum operating speeds established for sockets used on your impact wrench.

Avoid over-impacting, particularly on small bolt sizes. Small bolts could easily be broken or the threads stripped. Over-impacting can cause early failure of fasteners or other damage, and can lead to accidents.

On jobs where a low or critical level of torque is required, impact each fastener lightly, and then do the final tightening with a hand torque wrench. The proper torque may differ depending upon the kind or size of the bolt.

Do not turn on the impact wrench unless the socket is installed on a nut or bolt.

Make your work area as large as possible to avoid pinch points and contact with objects while turning the wrench or if the wrench slips off of the bolt/nut.

Responsibilities : Failure to follow any/or all guidelines listed above will result in disciplinary actions up to and including termination. Discipline will be applied to all who participated in the unapproved activity (salesperson, technician, service manager and/or retail manager).