

# NMT Crane Hire Limited Tool Safety Policy

## 1. Purpose

The purpose of this policy is to ensure the safety of all employees, contractors, and visitors when using tools on company premises or during work-related activities. This policy aims to minimize the risk of injury or damage due to improper use, handling, or maintenance of tools.

## 2. Scope

This policy applies to all employees, contractors, and visitors who are involved in tasks requiring the use of tools and equipment at NMT Cranes.

## 3. Responsibilities

### – Management:

- Ensure all tools and equipment meet legal and safety standards.
- Provide adequate training on the safe use and handling of tools.
- Ensure that employees are aware of the Tool Safety Policy and comply with its guidelines.
- Conduct regular inspections and audits to ensure tools are in safe working condition.

### – Supervisors:

- Ensure that workers use the correct tools for the task.
- Monitor compliance with safety procedures.
- Ensure workers are trained on the safe operation of tools and machinery.
- Report any safety hazards, tool defects, or safety violations.

### – Employees:

- Follow all tool safety guidelines and procedures as outlined in this policy.
- Inspect tools before use and report any defects or damage immediately.
- Use Personal Protective Equipment (PPE) where required.
- Use tools only for their intended purpose and follow proper handling and storage guidelines.

## 4. Tool Safety Guidelines

### – Pre-use Inspections:

All tools must be inspected before use. Employees should check that tools are in good working order, free of defects, and properly maintained. Damaged or faulty tools must be reported and removed from service until repaired or replaced.

### – Correct Tool Selection:

Employees must use the appropriate tool for the job. If in doubt, consult a supervisor. Only use tools that are designed for the specific task.

#### – Personal Protective Equipment (PPE):

The use of PPE, such as gloves, goggles, helmets, or ear protection, is mandatory when using certain tools. The required PPE will be determined based on the type of tool and task.

#### – Training and Competency:

Only trained and authorized personnel are allowed to operate certain tools or machinery. Employees must attend safety training programs and demonstrate competency before using any new or complex tools.

#### – Tool Maintenance and Repair:

Tools should be regularly maintained according to the manufacturer's instructions. Maintenance schedules will be established and adhered to, and repairs must be conducted promptly to prevent accidents.

#### – Safe Storage:

All tools must be properly stored when not in use. Tools should be kept in designated areas to prevent tripping hazards and to avoid damage. Electric tools must be unplugged and stored in a safe location.

#### – Power Tools:

Only employees trained in the safe operation of power tools are allowed to use them. Power tools should be inspected for defects, including loose wiring or faulty switches, before each use.

## 5. Reporting and Incident Management

#### – Reporting Unsafe Conditions:

All employees must report unsafe conditions or incidents involving tools immediately to their supervisor or the Health and Safety Officer. Unsafe tools should be tagged and removed from service.

#### – Accident Reporting:

In case of any accidents or near-misses involving tools, employees must report the incident according to the company's accident reporting procedures. A thorough investigation will follow to determine the cause and prevent future incidents.

## 6. Enforcement

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment. The company reserves the right to take action against any employee who negligently or willfully disregards tool safety procedures, putting themselves or others at risk.

## 7. Review and Amendments

This policy will be reviewed annually or in response to any significant incident. It may be amended as necessary to ensure continuous improvement in tool safety practices.

Signed: *G.White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:  
**09.12.2025**

Next Review Date:  
**08.12.2026**