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## SMALL TOOLS MAINTENANCE

### SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

### PURPOSE

To identify and establish procedures for hand tool maintenance, conditioning, and care.

### DEFINITIONS

**Guideline** - a general rule, principle, outline of a policy

**Maintenance** - process of keeping something in good condition to ensure operability

**Member** – any career, volunteer, staff, and auxiliary personnel affiliated with the department

**Shall** - indicates a mandatory requirement

Policy Number

**6A.003**

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### GUIDELINES

Stoney Point Fire Department relies upon the utilization of many different small tools to accomplish our emergency response tasks and maintain our stations. In order to ensure that these small tools are ready for use they shall be properly maintained. Hand tools are classified in three groups:

- Cutting tools (axes, Pulaskis, hand saws, etc.)
- Prying and digging tools (shovels, pry bars, crow bars, etc.)
- Mechanical tools (wrenches, pliers, screwdrivers, hammers, etc.)

Safety shall be maintained throughout the use and maintenance of all small tools:

- Wear appropriate PPE including eye protection, foot protection, and gloves
- Store used rags and product in proper containers to prevent the chance of fire
- Handle tools safely, avoid running or walking backwards with tools
- Avoid the sharp edges of tools to prevent cuts



## Programs

## Standard Operating Guidelines (SOG)

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Whenever a small tool is utilized it shall be properly maintained before returning it to service. Any damage to a small tool shall be relayed to the Shift Officer for inclusion in the duty log. Maintenance shall include:

- Removing debris
- Washing with mild detergent and warm water
- Drying thoroughly
- Sharpening (as needed for cutting tools)
- Removing rust and protecting with approved preservative
- Lubricating (as needed for mechanical tools)
- Removing burrs or splinters
- Other measures as needed for specialized tools

### References

NFPA 1001

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**6A.003**

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