

Standard Operating Procedures (SOP)

Claw Hammer for Grade 7 & 8 Venture Students, Instructors, and Junior Counselors

At all times an Instructor or Junior Counselor shall be with the young person using the hammer. The SOP procedures MUST be discussed with the campers prior to using including the need to wear PPE (personal protective equipment).

Eye protection must be worn.

Use the right hammer for the job (claw hammer suitable for pounding in nails, ball penn hammer suitable for driving a chisel or a punch, mallet or rubber hammer suitable for delicate work has a soft head).

Check the hammer before use. Look for firm attachment of the head to the handle. Check for splinters, loose wrapping or other defects in the handle. If the hammer has any defects or is wobbly, DO NOT USE. Prior to hammering ensure the area is free from hazards and no one is around you that could bump into you. If others are helping, ensure they are following the proper safety procedures and effective communication is maintained.

Get a firm grip on the handle, this will ensure that you don't lose your hold on the hammer and have it flying out of your hand.

Hold the hammer at the end of the handle with your dominant hand. Beginners are often more comfortable holding the hammer handle midway. It is more energy efficient to grip the handle firmly at the end, but hold it a bit higher up while you are learning if that feels most comfortable and secure for you.

Hit your surface squarely with the hammer. Avoid banging a hammer sideways. Hit only with the head of the hammer and do not use the handle or the side of the hammer.

Keep your wrist straight and use your whole forearm to lift and drop the tool.

Let the hammer do most of the work, using its weight to drive the nail, rather than pounding on it with your full force.

Place your work against a hard surface. Do not try to do hammering work on carpet or other soft surfaces.

Check before you swing, keep your workspace clear of other objects and check that nobody is standing behind your or too near. You need plenty of space to swing the hammer without catching your arm or the hammer on another person or object.

Push the nail into the wood prior to hammering so your other hand is not in the way of your swing.

I am attesting to the fact that I have read over, understand, and accept the operating procedures, and safety guidelines outlined in this SOP for a Claw Hammer.

Name (please print): Ben Sadlowski
Signed: [Signature] Date: May 25 2010

Name (please print): Elycia Jellema
Signed: [Signature] Date: May 25th, 2010

Name (please print): Jen Cant
Signed: [Signature] Date: May 25th, 2010

Name (please print): Emily Bo+
Signed: [Signature] Date: May 25/10

Name (please print): Sam Tam
Signed: [Signature] Date: May 25/10

Name (please print): Nicco Floresca
Signed: [Signature] Date: May 25/10

Name (please print): Catherine Gdyczynski
Signed: [Signature] Date: May 25/10

Name (please print): Kristin Leckim
Signed: [Signature] Date: May 25/10

Name (please print): Gabrielle Bouchard
Signed: [Signature] Date: May 25/10

Name (please print): Matt Vogelzung
Signed: [Signature] Date: May 25/10

Name (please print): Scott Banks
Signed: [Signature] Date: May 25/10

Name (please print): GRAHAM DERSNAH
Signed: Graham Dersnah Date: May 25/10

Name (please print): Rachel Lay
Signed: Rachel Lay Date: May 25/10

Name (please print): Brittany Robertson
Signed: [Signature] Date: May 25/10

I am attesting to the fact that I have read over, understand, and accept the operating procedures, and safety guidelines outlined in this SOP for a Claw Hammer.

Name (please print): Amit Bhandari
Signed: *Amit B* Date: May 25/10

Name (please print): Deanna Cocha
Signed: *Deanna Co* Date: May 25/10

Name (please print): Shane Amdd
Signed: *S Amdd* Date: 25/05/10

Name (please print): George Williams
Signed: *G Williams* Date: 25/05/10

Name (please print): Joel Cooper
Signed: *Joel Co* Date: 25/5/10

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