



Hand Tool Safety

[Goals]

- This safety session should teach employees to:
 - Recognize hand tool safety issues.
 - Know how to work safely with hand tools.

Careless or Improper Hand Tool Use Can Cause Injuries

- Broken bones or bruises if tools slip, fall, or are thrown
- Eye injuries if tools, or chips they create, fly through the air
- Cuts, severed arteries, or amputations if saws or sharp tools slip
- Puncture wounds if pointed tools slip

[Match the Tool to the Job]

- Use a wrench, not pliers, for tightening.
- Use a pry bar, not a screwdriver or file, to open containers.
- Use a hammer, not a wrench or your hand, on nails.

[Match the Tool to the Job]

- Be sure to choose not only the right tool, but also the right size and type:
 - Use a hammer with a head made of wood, plastic, rawhide, etc., on hardened steel.
 - Use the screwdriver (Philips or slot head) and tip size that matches the screw.
 - Use the right size wrench for the job: don't add an extension.

Inspect Tools Regularly; Use Only Those That Are in Good Condition

- Keep tools clean.
- Repair or turn in unsafe tools such as:
 - Hammers with chipped or loose heads or broken handles
 - Screwdrivers with broken or rounded tips or broken handles
 - Dull saws
 - Dull or worn drills, augers, or bits
 - Chisels or punches with dull, chipped, or deformed cutting edges or points
 - Wrenches with cracked or worn jaws
- Don't alter or "customize" tools.

[Carry Tools Carefully]

- Transport tools in a toolbox or belt.
- Hand tools to another person handle first; don't throw tools.
- Carry pointed or sharp tools with the dangerous edges away from your body.
- When going up and down ladders, carry tools in a bag or bucket.

[Use Proper Protective Equipment]

- Wear safety goggles if there's any chance of flying objects.
- Wear safety shoes.
- Wear a hard hat if people are working above you with tools.
- Avoid wearing loose clothes or jewelry that could get caught in the tools.

[Use Tools Correctly]

- Get a good grip on the tool handle.
- Use vises to secure materials being cut, filed, screwed, etc.
- Cut away from our body, not toward it.

Keep Tools in Their Proper Place at All Times

- Always know where your tools are.
- Take special care working with tools above ground level. They could fall with great impact on someone below.
- Never place tools on the floor where they could be a tripping hazard.
- Keep sharp and pointed tools encased when not in use, so they don't puncture skin.
- Store tools in their proper places at the end of a task or shift.

[Conclusion]

- Select, use, move, and store hand tools safely.
- Don't let hand tools' size or simplicity fool you into believing they're harmless. To prevent injuries, give them your careful attention and proper handling.
- Select the right tool—and the right size tool—for the job.

[Conclusion]

■ Wrenches

- Pull open end wrenches toward you with the open end facing you.
- Use box and socket wrenches when a heavy pull is needed.
- Lubricate tight fasteners with penetrating oil.
- Don't try to increase the torque by hitting the wrench or adding a cheater bar.
- Don't use pliers if a wrench can do the job.

[Conclusion]

- Knives

- Keep blade sharp.
- Cut moving the blade away from you.
- Properly store or retract the blade after use.

[Conclusion]

- Keep tools clean and in good condition.
- Repair or turn in damaged or unsafe tools (e.g., those with broken handles, loose hammer heads, dull or worn blades or drills).
- Transport tools in a toolbox or tool belt.
- Hand tools to another person handle first; don't throw them.

[Conclusion]

- Carry pointed or sharp tools with the dangerous edges away from your body.
- Use a bag or bucket to carry tools up and down ladders.
- Wear safety shoes.
- Wear safety goggles to protect against flying objects.

[Conclusion]

- Avoid wearing jewelry or loose clothes that could get caught in tools.
- Get a good grip on tools you're using.
- Cut away from, not toward, your body.
- Keep track of your tools at all times; don't leave them lying around.
- Store tools securely in their proper places when they're not in use.

[Hand Tool Safety Quiz]

1. An example of properly matching the tool to the job is:
 - a. Using the right size slot head screwdriver on a slot head screw
 - b. Using a wrench to hammer in a nail
 - c. Using a hard metal hammer head on hardened steel
2. You would turn in an unsafe tool such as:
 - a. A wrench that's too small for the job
 - b. A saw with very sharp teeth
 - c. A hammer with a chipped or loose head
3. If a tool won't work for a particular job, you should alter it so it does work.
 - a. True
 - b. False
4. You should transport tools from place to place in:
 - a. Your pocket
 - b. A tool box or belt
 - c. Your hand

[Portable Power Tool Safety Quiz]

5. The safest way to take tools up and down ladders is in:
 - a. A bag or bucket
 - b. A tool belt
 - c. A pocket
6. When you want to give a tool to another person, you:
 - a. Hand it to the person point first
 - b. Hand it to the person first
 - c. Toss it to the person
7. You don't need any personal protective equipment to work safely with hand tools.
 - a. True
 - b. False
8. You can't be badly injured by a hand tool.
 - a. True
 - b. False

[Portable Power Tool Safety Quiz]

9. One safety risk of not keeping track of your tools is:
 - a. Having the tool fall on another person
 - b. Getting stuck or cut by a hidden pointed or sharp tool
 - c. Both a and b
10. At the end of a task where you used hand tools, you should:
 - a. Leave them where they are so they can be used later
 - b. Turn them in to your supervisor for inspection
 - c. Put them away in their proper storage place