









Safe Work Practice HAND TOOLS

Potential Hazards (Risk Priority MEDIUM)

- All personnel must ensure they have been appropriately trained by their supervisor.
- Abrasions
- Pinch points
- Accidental contact causing injury

Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

Safe Work Practice

- Select the right tool for the job. Substitutes increase the chance of having an accident
- Use tools designed to allow your wrist to stay straight. Avoid using hand tools with your wrist bent
- Ensure that employees are properly trained in the safety and use of the hand tools
- Use good quality tools
- Inspect tools for defects before use. Replace or repair defective tools
- Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact
- Replace cracked, splintered or broken handles on files, hammers and screw drivers or sledges
- Ensure that the handles of tools like hammers and axes, fit tightly into the head of the tool
- Replace worn jaws on wrenches, pipe tools and pliers
- Do Not push on a wrench unless you hold the tool with your palm open
- Point sharp tools (saws, chisels, knives etc.) laying on benches away from isles and handles should not extend over the edge of the work bench top
- Maintain tools carefully. Keep them clean and try to store them properly after each use
- Carry tools in a sturdy tool box to and from the worksite
- Wear the appropriate P.P.E for the hazards to which you may be exposed when doing various tasks
- Keep the work environment clean and tidy to avoid clutter which may cause accidents
- Use a heavy belt or apron and hang tools at your sides not behind your back

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If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.
REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This must be reviewed any time the task, equipment, or materials change and at minimum, every three years.