

# 4 - Hand Tools: Safety Training

EH&S – ■■■■

## **Goals: This safety session should teach you to:**

- A. Recognize hand tool safety issues.
- B. Know how to work safely with hand tools.

## **OSHA Regulations: General Duty Clause 5(a)(1)**

### **1. Careless or Improper Hand Tool Use Can Cause Injuries**

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

### **2. Match the Tool to the Job**

- A. Use a wrench, not pliers, for tightening.
- B. Use a pry bar, not a screwdriver or file, to open containers.
- C. Use a hammer, not a wrench or your hand, on nails.
- D. Be sure to choose not only the right tool, but also the right size and type:
  - 1. Use a hammer with a head made of wood, plastic, rawhide, etc., on hardened steel.
  - 2. Use the screwdriver (Philips or slot head) and tip size that matches the screw.
  - 3. Use the right size wrench for the job; don't add an extension.

### **3. Inspect Tools Regularly and Use Only Those That Are in Good Condition**

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

### **4. Carry Tools Carefully**

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

### **5. Use Proper Protective Equipment**

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

### **6. Use Tools Correctly**

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

### **7. Keep Tools in Their Proper Place at All Times**

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

## **Summation: 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.