

Risk Control Bulletin

Safe Use of Hand Tools

RISK CONTROL



Of all the equipment placed at our disposal, the common hand tools, which we take for granted, are the most useful and the most often abused.

A recent review of construction injuries reveals quite a number of minor accidents involving the use of hand tools. To counteract this trend, it would be wise to review the basic rules governing the use of hand tools.

1. Choose the right tool for the job. Never use a makeshift.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Do not use a hammer with a hardened face on a highly tempered tool such as a drill, file, or die or jig. Chips may fly.
5. Use wrenches of the right size for the job. Face the jaws on an adjustable wrench in the direction of the pull.
6. Never apply a wrench to moving machinery; stop the machine, then remove all tools before starting it again.
7. See that pipe wrench jaws are sharp and chains in good condition so they will not slip.
8. Never use any tool in such a way that you will be injured by it if it slips. Pre-analyze your movements and position of your body accordingly.
9. The construction industry calls for the use of many types of hand tools. Handle them with care; treat them carefully and use them exactly for the purpose for which they were made.





Date	Company Name	
Project Number/Name	Meeting Location	Person Conducting Meeting

Items Discussed:

Problem Areas or Concerns:

Attendees:

Comments:

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