

Location: _____ Instructor: _____ Date/Time: _____

TOPIC C095: HAND TOOLS

Introduction: Every competent worker, regardless of their job, must be knowledgeable about hand tools. Defective hand tools are a hazard to yourself and to others nearby. Keep your hand tools in good condition to ensure your safety and assure the quality of your work.

Hazard Mitigation Guidelines:

- Always wear the proper personal protective equipment (PPE) for the hand tool you're working with
- Damaged, worn-out, or defective tools must be tagged and removed from service. Don't do "make-shift" repairs to tools
- When handing a tool to a co-worker, keep the sharp points and cutting edges down and away from yourself and your co-worker
- Always carry all sharp tools in a sheath or holster
- Use tied off containers to keep tools from falling off scaffolds and other elevated work platforms
- Avoid carrying tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line. Always arrange sharp or pointed tools pointed down in your tool belt
- Don't throw tools from one location to another or from one employee to another

Hammers: Don't use a hammer if your hands are oily, greasy, or wet. Never hit another hardened steel tool or surface, such as a cold chisel, with a claw hammer. Avoid hitting nails or other objects with the side of the hammer. Never use a hammer as a wedge or a pry bar.

Hand Saws: When using a handsaw, hold the workpiece firmly against a worktable.

- Don't use an adjustable blade saw if the blade is not tight
- Avoid using any saw with a dull blade
- Keep your hands and fingers away from the point of cut when sawing
- Never carry a handsaw by the blade

Screwdrivers:

- Don't use a screwdriver if your hands are wet, oily, or greasy
- Always match the size and type of screwdriver blade to fit the head of the screw
- Never hold the workpiece against your body while using a screwdriver
- Avoid putting your fingers near the blade of the screwdriver when tightening a screw
- Always use a drill, nail or an awl to make a starting or pilot hole for screws
- Don't force a screwdriver by using a hammer or pliers
- Never use a screwdriver as a punch, chisel, pry bar, or nail puller
- Always use screwdrivers with insulated handles when doing electrical work

Wrenches: Don't use any wrenches that have spread, nicked or battered jaws, or if the handles are loose, broken or bent. Never use a shim to make a wrench fit the fastener.

Pliers: Don't use pliers that are cracked, broken or sprung. Never use pliers as a wrench or hammer, and never use a hammer to force pliers. Always use pliers with insulated handles when you're doing electrical work. When you're using diagonal cutters, shield the loose pieces of cut material to keep them from flying into the air.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)
