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.