



Subject: HAND TOOLS

Tool Box Talk No.: 01

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Many of these accidents would be prevented if every person who uses hand tools would remember and follow just four simple rules:

- Select the proper tools for the job.
- Make sure they are in good condition.
- Use them correctly.
- Return tools to the tool box or stores at the end of each shift.

Once you have selected the proper tool for the job, check it over. Is it in good shape? Is the handle secure and free of splinters? Is the cold chisel burred? Is the hand saw sharp?

Keep your own tools in good shape, and also keep the tools provided by your employer in good condition. Hand in defective tools and ask for replacements.

When not in use, make sure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers. Where appropriate, hang tools from racks.

Make sure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.

Do not lay tools down so that they can fall, roll or be knocked over.

Do not leave tools lying in walkways or any place where they could be tripped over.

For longer term storage, use the lockup or lockup boxes provided by your employer.



