



# MAFES Dawg Tracks

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## Safety Tips: Hand Tool



Technology has changed the use of hand tools to more use of special power tools. However, in all maintenance work there is still a place and use for hand tools. Like all types of equipment, hand tools are no better than the “hands” that are using them. Safety is always important with any type of equipment, tools, etc. The right tool for the job is critical and using it with the right method is also important.

Most hand tool injuries can be prevented **if you select the right tool for the job, wear the correct personal protective equipment for the project, and return the tool to its respective location.**

### Hand Tools Can be Dangerous-

- Hand tools such as chisels, shovels, handsaws, hammers, knives, cutters and pruning shears may seem to be easy to use but can be dangerous if the user isn't careful.
- Hand tool injuries are usually the result of one of the following:
  - ~using the wrong tool for the job
  - ~using a broken tool or damaged one
  - ~using the tool improperly
  - ~not wearing the proper personal equipment
  - ~not paying attention to what you're doing
  - ~getting in too big of a hurry
- Hand tool injuries can include:
  - ~cuts, bruises, puncture wounds
  - ~eye injuries from flying chips or other debris
  - ~nerve damage in the wrists from repetitive motion of using a tool while bending the wrists.
- Other injuries may include:
  - ~broken bones resulting from the slip of a tool that may slip, fall or thrown (carelessness – coming from a moving part)
  - ~severed fingers from a knife, saw blades or caught in a pulley or a gear.

### Before You Use a Tool-

- Check around you in the area to make sure no people are in your way.
- Be sure that you have sufficient lighting.
- Carefully inspect the tools for cracks, rust or wear from repeated use (mushroom head on punches and/or chisels. Make sure the handles or grips are free of grease and/or oil.

- Make sure that hinges move freely and that cutting blades are sharp.
- Don't use a damaged or broken tool. Report any problems to your immediate supervisor or manager and get a different tool.

### Safety Tips When Using Hand Tools-

- ✓ Wear the appropriate personal protective equipment (PPE) when using hand tools. It depends on the project as to what personal gear is required, but it could include gloves, face shields, shielded safety glasses or goggles.
- ✓ Wear long-sleeved shirts, long pants, socks, and sturdy shoes or boots with non-slip soles. Don't wear loose jewelry or loose clothing; they could get caught on by a tool or a tool part. If you wear long hair - tie it back. Keep your shirt tucked in.
- ✓ Always use the right tool for the job.
- ✓ Don't use oily or greasy tools or tools that are too heavy for you to handle or control.
- ✓ Plant your feet firmly and don't use a loose grip.
- ✓ Be sure to chip or cut away from your body.
- ✓ Keep your wrist straight and don't try to work in an awkward position.
- ✓ Take breaks to protect you from fatigue and when doing repetitive tasks.

### Carrying & Storing Tools-

- Refrain from carrying sharp tools or tools with pointed edges in your pockets.
- Carry tools in a tool belt or tool box.
- Don't carry a tool in a fashion that might hinder your vision.
- Pass tools to other folks by the handle.
- Clean up the tools before storing them. Be sure that guards and shields are in place when you return them to their location.
- Store tools in a dry location and not in a drawer disorganized or on a bench or in the floor where someone might get hurt.
- Store tools with sharp edges and sharp points separate from other tools.

**REMEMBER - SAFETY IS NOT A JOB -  
IT'S A WAY OF LIFE  
A SAFER YOU IS A SAFER ME!!  
UNPREPARED = UNSAFE**