

# RCI Safety Series Passport — Hand Tools

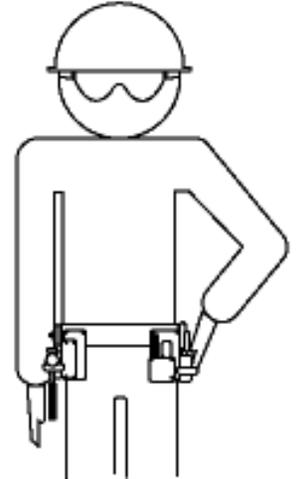
Student Name: \_\_\_\_\_

Certification Date: \_\_\_\_\_, 20\_\_\_\_

## What are some basic tips when using hand tools?

Hand Tools can be dangerous if not used properly.

- ✓ Operate only with Mr. Ferguson's permission and after you have received proper instruction.
- ✓ Select the right tool for the job. Substitutes increase the chance of having an accident.
- ✓ Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
- ✓ Ensure that employees are properly trained in the safe use of hand tools.
- ✓ Use good quality tools.
- ✓ Keep tools in good condition at all times.
- ✓ Inspect tools for defects before use. Replace or repair defective tools.
- ✓ Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact. .
- ✓ Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
- ✓ Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
- ✓ Replace worn jaws on wrenches, pipe tools and pliers.
- ✓ Redress burred or mushroomed heads of striking tools.
- ✓ Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
- ✓ Point sharp tools (e.g., saws, chisels, knives) laying on benches away from aisles and handles should not extend over the edge of the bench top.
- ✓ Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
- ✓ Carry tools in a sturdy tool box to and from the worksite.
- ✓ Wear safety glasses or goggles and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.
- ✓ Keep the work environment clean and tidy to avoid clutter which may cause accidents.
- ✓ Use a heavy belt or apron and hang tools at your sides, not behind your back.
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## What should I avoid when using hand tools?

- ✓ Do not use tools for jobs they are not intended to do. For example, do not use a slot screw drivers as a chisel, pry bar, wedge or punch or wrenches as hammers..
- ✓ Do not apply excessive force or pressure on tools.
- ✓ Do not cut towards yourself when using cutting tools.
- ✓ Do not hold the stock in the palm of your hand when using a cutting tool or a screwdriver.
- ✓ Do not wear bulky gloves to operate hand tools.
- ✓ Do not throw tools. Hand them, handle first, directly to other workers.
- ✓ Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line.
- ✓ Do not carry a sharp tool in your pocket.

Ensure that you follow all shop safety rules

➡ **Safety First** ⬅