

<h1>Safe Work Practice</h1> <h2>Hand Tool Safety – General</h2>	<h1>Town of</h1> <hr/>
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Department: Maintenance	Created by: MSCNL	Approved by:	Date Created: Sept 19, 2016	Date of Last Revision:
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This task may only be performed by trained and authorized personnel.

Hazard Present: <ul style="list-style-type: none"> • Sharp edges • MSI's • Equipment failure • Crushing • Dust 	Personal Protective Equipment (PPE) or Devices Required: <ul style="list-style-type: none"> • protective eyewear / face shield • protective gloves • CSA approved footwear 	Additional Training Requirements: <ul style="list-style-type: none"> • SWP manual lifting and carrying • SWP ladder safety
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NOTE: All practices obtained from MSCNL, must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!

- 1) Select the right tool for the job. Substitutes increase the chance of having an accident.
- 2) **Inspect tools for defects before use. Tag out and replace or repair defective tools.**
- 3) Avoid using hand tools with your wrist bent to avoid ergonomic injury.
- 4) Ensure that employees are properly trained in the safe use of hand tools.
- 5) Use good quality tools.
- 6) Keep tools in good condition at all times.
- 7) Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from contact.
- 8) Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
- 9) Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
- 10) Replace worn jaws on wrenches, pipe tools and pliers.
- 11) Redress burred or mushroomed heads of striking tools.
- 12) Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
- 13) Point sharp tools (e.g., saws, chisels, knives) lying on benches away from aisles and handles should not extend over the edge of the bench top.
- 14) Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
- 15) Carry tools in a sturdy tool box to and from the worksite.
- 16) Wear safety glasses or goggles and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.
- 17) Use a heavy belt or apron and hang tools at your sides, not behind your back.
- 18) Keep the work environment clean and tidy to avoid clutter which may cause accidents

A few DON'TS to remember:

- 1) Do not apply excessive force or pressure on tools. Do not carry sharp tools in your pocket.
- 2) Do not cut towards yourself when using cutting tools.
- 3) Do not throw tools. Hand them, handle first, directly to other workers.
- 4) 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.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents: <ul style="list-style-type: none"> • Operator's Manual Regulations, Standards and References: <ul style="list-style-type: none"> • OHS Regulation- 50 - 54 Musculoskeletal Injury Prevention • OHS Regulation – 88 Safe Machinery and Equipment 	<p>This Safe Work Practice will be reviewed any time the task, equipment, or materials change and at a minimum every three years.</p>
Approved by: _____ (Please Print)	Position: _____
Signature: _____	Date: _____