

## APPENDIX P: TRAINING GUIDE - HAND TOOL SAFETY

*Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program. This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece of equipment, exposure to any hazardous conditions, and/or when new hazards are identified.*

### **In Preparation for this meeting (items needed):**

- Training Documentation Form
- Gather some hand tools that are commonly used in the shop to demonstrate proper condition and use.

### **Introduction**

Hand tools are non-powered tools, and they include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and injure the user or other employees.
- If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may detach and strike the user or another worker.
- A wrench must not be used if its jaws are sprung, because it might slip.

### **Hazard Recognition**

- Tools are such a common part of our work that it is difficult to remember that they may pose hazards. All tools are manufactured with safety in mind but a serious accident can occur before steps are taken to search out and avoid or eliminate tool-related hazards.
- In the process of removing or avoiding the hazards, workers must learn to recognize the hazards associated with the different types of tools and the safety precautions necessary to prevent those hazards.

### **Responsibilities**

- Supervisors are responsible for the safe condition of tools and equipment used by employees, and employees are responsible for properly using and maintaining tools. Supervisors should caution employees that saw blades, knives, or other tools be directed away from other employees working in close proximity. Knives and scissors must be sharp. Dull tools can be more hazardous than sharp ones.
- Floors must be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.
- When working around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Therefore, spark-resistant tools made from brass, plastic, aluminum, or wood should be used when working around flammable substances.

- Although hand tools look simple to use, they are not always harmless. Take the extra time to choose the right tool for the job and use it safely.

## Safety Guidelines

- Careless or improper hand tool use can result in serious injuries. Follow these simple guidelines for a safer hand tool experience:
  - It is important to take the time to match the correct tool to the job.
  - Inspect the hand tool to ensure safe operation.
  - Think about how to carry your tools so that they don't get damaged.
  - Use appropriate personal protective equipment (PPE) such as safety glasses, safety shoes, or leather gloves.
  - Use the tool correctly.
  - Store tools securely in a dry area.

## Points of Discussion

- Take this time to inspect the current state of all hand tools.
- What hand tools does your shop use?
- Which tools in your shop require routine inspection?
- What do you look for when inspecting your tools?
  - Are the blades sharp?
  - Are the handles free from splinters?
  - Does the tool have a tight fitting head?
- What precautions must the employees take when working with hand tools?
- What types of personal protective equipment must employees wear when working with hand tools?

## Key Takeaway Points

- Recognition of hand tool hazards.
- Knowing how to use hand tools properly.
- Awareness of the importance of keeping hand tools in good condition.