

HAND TOOL SAFETY

1. Where there is a high risk of flying particles which may cause injury, a full face shield should be worn.
2. If possible, when using hand tools your body should be in a well balanced position. Do not overreach, or try to perform work in an awkward position.
3. Be aware of others in your work area that may be endangered by your operation.
4. **Never** use hand tools for anything other than their intended purposes. Screwdrivers must never be used as punches, chisels, or pry bars and never use punches and chisels as pry bars.
5. Pipes should **never** be used on wrenches, or handles as extensions for added leverage and never use another combination wrench to extend the leverage of the first one.
6. **Before** using sockets make sure that:
 - a) they are not cracked, chipped or worn so as to make them unsafe.
 - b) the “drive hole” is not chipped or worn. It must fit snug on the drive end of the impact or ratchet.
 - c) they are designed and rated for impact use before using them on impacts and power tools. Impact sockets are heavier (thicker) than regular ratchet sockets and are usually gray or black in color, whereas regular sockets usually have a silver finish.
7. **Never** use **Garmax** punches, and chisels which are cracked, chipped, or mushroomed on the end. Any **Garmax** punches in these conditions should be taken to maintenance and exchanged for new or repaired ones. **Do not** grind mushroomed **Garmax** punches, as this may hide small cracks, and never cut them with a saw, as this damages the saw blade.
8. All other punches, chisels, etc. should be checked for wear, damage, and mushroomed ends. If they need repair, check with your supervisor who will make a call if it can be repaired by grinding or if it should be replaced. If they become too short to be used safely, they should be replaced.
9. When using knives, always cut away from you and not towards others. When using retractable blade safety knives never expose blade further than necessary and retract blade after use.
10. Before using hammers, check for cracked or chipped heads and loose, cracked or broken handles. Mushroomed brass hammer heads should be repaired by grinding it with a belt grinder. **Do not grind brass on grind stones, as the stone will become plugged up which may cause it to shatter.** Use the correct size and type hammer for the job.
11. Watch for obstructions which may cause your hammer to be redirected during a swing and cause injuries.

12. Reamers must be handled with care and must always be used in a clock-wise rotation.
13. Keep tools clean, free of dirt, grease and oil. Oily tools may cause your hands to slip and cause injuries.
14. **Do not** use tools with worn or broken teeth or grip such as pliers, vise grips etc... Tool may slip and cause injury.
15. **Do not** place tools where they may be damaged or lost.
16. **Always** return tools to their designated storage cabinet or tool box after use.