

# **July 2005 Safety Meeting**

## **Hand Tools**

### **Meeting Purpose**

The objectives of this meeting are to discuss the various hazards of common hand tools. According to OSHA statistics, over 10% of all on-the-job injuries involve the use or misuse of hand tools. Because hand tools are so common, many individuals do not fully appreciate the possibility of injury when using them. Even the most 'innocent looking' hand tool can cause crippling, life-long injuries. Remember, sometimes you only get one chance to get it right!

### **Trainer's Note**

To avoid accidents in the work place resulting from the incorrect use of hand tools, it will be important that each employee understands their proper use. Encourage employees to discuss their concerns about the dangers involved with using hand tools. During the session, discuss with the employees specific jobs that present a high risk of injury while using hand tools. Have exercises prepared in advance that will allow each employee to correctly use certain hand tools. Additionally, be prepared to relate personal experiences, both good and bad about using hand tools. Demonstrate the proper care and storage of select hand tools that have been misused at your facility.

### **Potential Hand Tool Hazards**

- Lacerations.
- Puncture wounds.
- Broken bones.
- Contusions.
- Ear injuries.
- Eye injuries.
- Cumulative trauma injuries.

### **Personal Protection**

Use appropriate safety equipment, such as goggles, hard hats, earplugs and dust masks. Remember, gloves might not be appropriate when using some hand tools. Always wear eye protection when your eyes can become injured. Do not wear sandals, open-toed or canvas shoes when working with tools. Do not use hand tools when you are ill, taking strong medications, fatigued or consuming alcoholic drinks.

### **Safety Tips**

- Select the right tool for the job.
- If the tool is equipped with a guard ensure it is in place and working correctly.
- Choose tools that fit your hand/body and are comfortable to use.
- Inspect tools carefully before each use.
- Discard or repair unsafe or broken tools.
- Use tools correctly (i.e., push a knife away from your body, never pull it towards you).
- Don't get hands or other body parts too close to the point of operation.
- Don't wear jewelry or loose clothing that could get caught in the operation of the tool.
- Wear protective eyewear whenever there is a possibility of flying debris entering the eye.

- Use a toolbox or tool belt to carry tools; when using a tool belt, keep sharp or pointed edges away from your body.
- Refrain from carrying tools up and down a ladder. Raise and lower tools using a bag or bucket.
- When working around electricity, ensure the tools you are using are approved for that activity.
- Pass tools to another worker by hand, never throw them. When passing tools, hand the tool to your fellow worker “handle first”.
- Keep tools in the proper place so they don’t become tripping hazards or falling objects.
- Avoid using excessive force or awkward postures.
- Clean, oil and maintain tools after each use.
- Repair or red tag a defective tool after use, never allow a tool to be available for use when it is in a defective or unsafe condition.
- It is typically unsafe to add more leverage to any tool by using an extension device.
- Read and follow the manufacturer’s instructions on proper use.

Because many of us are so use to using hand tools, we may overlook the potential hazards. Keep your hand tools in good working condition and use them the right way. Remember, most hand tool injuries can be prevented with just a little reasonable care and attention. And most importantly read and understand the manufacturer's instructions!

#### Instructor Notes

At this time, the trainer should review with each attendee your company’s policies, procedures and expectations relative to the use of hand tools at your facility.

# July 2005 Test

## Hand Tools

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

Date: \_\_\_\_\_

**Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.**

1. According to OSHA, over \_\_\_\_\_ % of all workplace injuries involve the misuse of a hand tool.
  - a. 5
  - b. 10
  - c. 15
  - d. 20
  
2. The use of sandals or open-toed shoes is typically not recommended when working with hand tools.
  - a. True
  - b. False
  
3. Hand tools with sharp cutting edges should typically be pushed away from the body.
  - a. True
  - b. False
  
4. Tools should always be inspected carefully prior to use.
  - a. True
  - b. False
  
5. While climbing a ladder, carry tools in one hand while using the other to grip the ladder.
  - a. True
  - b. False

# **July 2005 Test**

## **Answer Sheet**

- |    |   |
|----|---|
| 1. | b |
| 2. | a |
| 3. | a |
| 4. | a |
| 5. | b |