Toolbox Talks – Safe Use of Hand Tools

Of all the equipment placed at our disposal, the common hand tools which we take for granted are the most useful and the most often abused.

A recent review of construction injuries reveals quite a number of minor accidents involving the use of hand tools. To counteract this trend, it would be wise to review the basic rules governing the use of hand tools.

1. Choose the right tool for the job. Never use a makeshift.

2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.


4. Do not use a hammer with a hardened face on a highly tempered tool such as a drill, file or die or jig. Chips may fly.

5. Use wrenches of the right size for the job. Face the jaws on an adjustable wrench in the direction of the pull.

6. Never apply a wrench to moving machinery. Stop the machine. Then remove all tools before starting it again.

7. See that pipe wrench jaws are sharp and chains in good condition so they will not slip.

8. Never use any tool in such a way that you will be injured should it slip. Anticipate and determine your movements in advance and position your body accordingly.

The construction industry calls for the use of many types of hand tools. Handle them with care. Treat them carefully and use them exactly for the purpose they were intended.

Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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### Items Discussed:

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### Problem Areas or Concerns:

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### Attendees (Signatures):

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### Comments:

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