MAREK

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Mandatory Topic:

HAND TOOLS SAFETY

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

A recent review of construction injuries revealed a number of minor accidents involving hand tools. To counteract this trend, it is wise to review the basic rules governing their use.

- **Choose the right tool for the right job.**
- **Use only tools in good condition: no tools with cracked or broken handles, no tools without handles, and no tools with mushroomed or broken heads.**
- **Keep blades sharp; store them safely when not in use.**
- **Do not use a hammer with a hardened face on a tempered steel tool such as a drill, file, or bit. Chips may fly.**
    - **Using two hammers and striking their heads together to remove pins, tracks, etc., is strictly prohibited and is considered a disciplinary offense.**
- **Never use any tool in such a way that you will be injured by it if it slips. Figure out your movements and position your body accordingly.**
- **Tools should be clean. Dirty tools can affect the quality of your work, and a cut caused by a dirty tool can easily become infected.**
- **Routinely inspect all personal and company tools and equipment to ensure safe operating conditions.**
- **Inspect and use all required safety devices and personal protective equipment.**

Personal tools are also included in our company inspection procedures. If you have to push hard on your snips to cut metal, it is time to replace them. If your screw gun keeps tripping the GFCI, you must have it serviced. If your keyhole saw cannot cut Sheetrock

without excessive force, you need to sharpen or replace it. A dull hook-bill or utility knife is extremely dangerous. You can tell when a blade is dull because it does not cut smoothly and tears the face paper. Each employee is responsible for maintaining personal tools in safe operating condition.

Your PPE should be inspected every day. Your hard hat should not be cracked or damaged, and there should be no extra holes in the shell. Your safety glasses should be clear; tinted glasses should be used only in brightly lit areas. You should wear gloves whenever there is a risk of injury to your hands.

The purpose of inspecting personal tools and company-supplied equipment is to eliminate factors that cause accidents and injuries.

By conducting daily inspections, we follow safe work practices and remove unsafe equipment from service.

Your supervisor will now demonstrate proper inspection techniques for personal tools.