



### GENERAL HAND TOOLS

#### Potential Hazards

1. tripping hazards (cord)
2. lifting heavy tools (MSI)
3. flying objects
4. possible amputation
5. possible puncture

#### Personal Protective Equipment Required

- |                   |                    |                               |
|-------------------|--------------------|-------------------------------|
| Hard hat          | CSA Boots          | Fall protection               |
| Eyewear<br>guards | Hearing protection | Skin protection<br>(clothing) |

### PROCEDURES

Hand and power tools are used extensively in construction work and can be the cause of personal bodily injury, if not used as designed and in a safe manner. Tools must be appropriate for the task, properly maintained, and equipped with all necessary guards and safety devices.

#### STEPS:

1. Choose a tool that is appropriate for the task.
2. Wear all appropriate Personal Protective Equipment.
3. Ensure the tool is labelled as meeting required standards. (i.e. CSA approved)
4. Inspect the tool before use to ensure it is in safe working condition.
5. Ensure all tool guards are in place.
6. Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.

#### DO NOT:

1. Use a tool for any other purpose than what it was designed to do.
2. Use a worn or damaged tool.
3. Use a tool without all guards in place.
4. Use a tool without wearing proper PPE.
5. Apply excessive force or pressure on tools.
6. Do not carry a sharp tool in your pocket.
7. Do not cut towards yourself when using cutting tools.

#### GENERAL SAFE WORK PRACTICES:

1. Choose the most appropriate tool for the task.
2. Inspect the tool and ensure it is in good operating condition and is equipped with all guards. Replace or repair defective tools.
3. Ensure you are familiar with the safe operating procedures and any limitations on the use of the tool.
4. Ensure you are wearing all appropriate PPE for the task, such as safety eyewear, footwear, hearing protection, respirator, etc.
5. Ensure no one in the surrounding area will be put at risk when you are using the tool.
6. If a portable power tool, make sure it is connected to a safe source of energy (i.e. GFCI for electrical power)
7. Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
8. Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact.
9. Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
10. Replace worn jaws on wrenches, pipe tools and pliers.
11. Redress burred or mushroomed heads of striking tools.
12. Keep the work environment clean and tidy to avoid clutter which may cause accidents.
13. Use a heavy belt or apron and hang tools at your sides, not behind your back.