

What are the hazards and how might they harm?



Cuts, lacerations and amputation from sharp blades or tools, incorrect use of equipment



Blisters and splinter injuries from contact with wooden tool handles



Impact injuries from falling objects



Trip injuries from trailing cables or obstructions



Eye injuries from flying debris

What PPE should the individual wear?



Safety shoes must be worn at all times. In addition, you must wear PPE depending on the task and/or equipment being used.

What other precautions should be taken?



Always carry out pre-use checks as described on the reverse of this task card

Use and storage of hand tools

Safety Task Card STCBG 04

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Only use approved tools and equipment and ensure that you have been trained to use the equipment and how to perform tasks.
2. Follow the manufacturer's instructions where these are available.
3. Always use the correct equipment for the task.
4. Reinforced toe cap safety boots or safety wellington boots must be worn at all times.
5. Goggles must be worn where there is a risk of flying debris.
6. Specific PPE requirements vary depending on the equipment, tasks and any chemical being used. Follow the PPE requirements on the relevant safety task card for any equipment being used and on the task card for any chemical being used.
7. Tools must be stored and transported safely, preferably in a toolbox or stout bag. Only store tools with blades in a toolbox or bag if the blades are protected.
8. Never carry sharp tools in your pockets.
9. Ensure tools and equipment are cleaned and maintained as required.
10. Check tools and equipment prior to use. All tool handles and shafts should be in good condition, free from cracks, spits and projecting splinters. See reverse for specific requirements.
11. Always maintain a safe working distance between yourself and others.
12. When cutting, always do this away from yourself and others.
13. Clean cutting blades or teeth to remove resin, gum or other debris at regular intervals.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

Use and storage of hand tools continued

Safety Task Card
STCBG 04

Safe System of Work continued

Pre-use checks

Hammers, sledgehammers, pickaxes: Heads must be secured in position (wedged or permanently bonded).

Spades, shovels, forks: Spade and shovel blades must not be cracked or damaged. Fork prongs must be in-line.

Cutting edge tools: Blades must be sharp, free from cracks and set at the correct cutting angle. Saw teeth must be sharp, intact and complete. There must be no resin, gum or debris on blades and teeth.

Spring-loaded pruning tools: Blades must be sharp and in good condition. Spring mechanisms must be working and must keep jaws open when the handle is released. Retaining catches must be working and hold blades together when not in use.

Spanners: Jaws must not be overly worn or opened out and must be free from grease or oil.

Screwdrivers: Blades must be square and in good condition.

Hand files: Safety handles, with ferrules to prevent splitting, must be fitted.

Cold chisels and drifts: Blades must be sharp and in good condition, stems should be straight, and the head slightly tapered, not mushroomed, to prevent burring from flying out.

Wood chisels: Blades must be sharp and in good condition, with handles firmly secured in place and a ferrule at the bottom to prevent splitting. Any chisel that is to be hit with a mallet must have a stout ferrule or be otherwise strengthened at the tip to prevent the handle from splitting.

Mallets: Heads must be secured in position, in good condition and free from splits and excessive wear.

If you have any concerns, stop and speak with your line manager before proceeding.