

# Toolbox Talk

## 32. Hand Tools



### What?

- Hand tools are used extensively both at work and at home to undertake maintenance and repairs. They come in various shapes and sizes for a host of different applications from the simple screwdriver to the more complex jack with many other tools in between such as hammers, wrenches, chisels, pliers, screwdrivers etc
- It is important to ensure hand tools are purchased from a reputable supplier where quality can be guaranteed and that they are properly maintained and stored safely when not in use



### Why?

- It is estimated that 8 percent of all workplace injuries are caused by incidents associated with hand tools. These injuries can be serious, including loss of fingers or eyesight
- Because hand tools are so common people tend to neglect them and take risks with tools which are damaged or defective



### Do



- ✓ Keep tools sharp to avoid the need to use excessive force
- ✓ Only use tools in good condition
- ✓ Carry tools in a toolbox or bag
- ✓ Use tools only for their intended purpose
- ✓ Replace damaged tools
- ✓ Cover sharp edges or sharp points
- ✓ Make sure hammer heads are secure
- ✓ Renew handles that are damaged or split
- ✓ Use knives with retractable blades
- ✓ Make sure spanners fit the workpiece properly
- ✓ Keep hands clear of impact tools or sharp cutting edges

### Don't



- ✗ Forget to use suitable PPE
- ✗ Use home made tools
- ✗ Use poor quality tools
- ✗ Carry tools in your pocket
- ✗ Use chisels with a mushroomed head
- ✗ Use screwdrivers as chisels
- ✗ Leave knives or sharp tools lying about



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