



Hand Tools

Safe Working Practices

Tools are the means by which you are able to do a good job. They are part of your skill and so they must always be respected. See Provision and Use of Work Equipment Regulations 1999.

GENERAL

Never use tools with rough, splintered or badly worn handles.
Do not use tools with mushroomed or broken heads.
Use the proper tool for the job.

HAMMERS

These must be fitted with good, balanced handles.
Keep hammer heads tightly wedged on their shafts.
Renew wooden handles that are split.
Always keep the striking face clean.
Cracked, burred or badly worn hammers should not be used.

SCREWDRIVERS

Do not use as a chisel.
Do not carry long screwdrivers in pockets.
Keep the ends square and in good condition.
Don't use screwdrivers on work held in the hand.
Never strike a screwdriver with a hammer.
Use the correct size of screwdriver for the job.

CHISELS

Always keep chisels sharp.
Protect the sharp edges of chisels when they are stored or carried.
Keep your hands behind the cutting edges when in use.

FILE

See that every file has a handle.
Don't use a file as cold chisel or level.
Always grip the file firmly.

SPANNERS

Ensure that the correct size of spanner is used.

Never use a spanner with worn jaws.

Use a rigid spanner in preference to an adjustable spanner.

Don't extend a spanner to increase the leverage.

Ensure that your hands will clear obstructions.

On no account use a spanner as a hammer.

REMEMBER – GOOD TOOLS MEAN FASTER AND SAFER WORKING.