

RISK CONTROL CONSULTING

Hand Tool Safety

Prior to starting work on a project, employees should be trained in the proper selection and use of hand tools. This safety topic provides guidance on their safe use, storage and inspection.

Maintenance of Tools

- Establish regular tool inspection procedures (including employee-owned tools, if permitted).
- Replace items as they no longer safely perform the intended use. A tagging system should be implemented to remove damaged, defective or worn tools from service.
- Keep cutting tools sharp. Repair facilities, to keep tools in safe condition, should be provided.
- Do not permit tools to be used that have loose parts or show signs of damage such as cracks or splinters.
- Keep your punches and chisels in good condition. Mushroomed heads can chip, resulting in injury from flying fragments.
- If anything breaks or malfunctions, report it to your supervisor immediately.

Storage

- Never place tools and materials where they hang on the edge of a bench.
- Store tools vertically, with the points and heavy end down.
- After using a tool, clean it and return it to its proper storage place.

Safe Work Practices

- Always wear the proper clothing and protective equipment as instructed by your company (proper footwear, gloves, eye protection).
- Do not work with oily or greasy hands.
- Never carry tools in your pockets. Use tool belts, especially when working on ladders.
- Never leave tools on ladders, scaffolds or overhead workspaces.
- Do not use tools for unintended use.
- Do not increase leverage by using a “cheater” with a wrench.
- Do not use a file without a handle.
- Do not pry or hammer with a file as it may shatter.
- Use tools that are the right size and type for your job.

This Tribal First Risk Control Consulting fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice. For more information on this topic, please contact Tribal First Risk Control Consulting at (888) 737-4752 or riskcontrol@tribalfirst.com.

MONTHLY HAND TOOL CHECKLIST

Y	N	N/A		REPAIR NEEDED INCLUDE TOOL NAME/NUMBER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the tools in good condition? No broken or cracked handles, heads.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cutting edge is sharp so the tool will move smoothly without binding or skipping?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are tools stored in a dry and secure location?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the tool handle wedged tightly in the head of all tools?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are appropriate safety glasses/face shields, available and used while using hand tools?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees are made aware of the hazards caused by faulty or improperly used hand tools.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gripping surfaces, such as piers, wrenches or similar are not worn/missing.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blades are withdrawn when stored/not in use.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tips of screwdrivers, chisels or other similar tools show no excessive wear.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outside of tool is free of grease, oil and accumulated foreign matter.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools such as chisels and punches do not have mushroomed heads.	

Inspected By:

Date: