

# SAFE WORK PRACTICES

## HAND TOOLS

*\*This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

1. All workers using hand tools must be properly trained in their use, and must wear the appropriate PPE (safety glasses or goggles at a minimum).
2. Use quality tools.
3. Select the right tool for the job. Substitutes increase the chance of having an accident.
4. Avoid using hand tools with your wrist bent – use tools designed to allow your wrist to stay straight.
5. Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
6. Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
7. Inspect tools for defects before use. Keep tools in good condition at all times. Repair or replace defective tools.
8. Replace cracked and broken handles on files, hammers, screwdrivers or sledges.
9. Replace worn jaws on wrenches, pipe tools and pliers.
10. Redress burred or mushroomed heads of striking tools.
11. Keep cutting tools sharp.
12. Carry tools in a sturdy tool box to and from the work site.
13. Keep the work environment clean and tidy to avoid clutter which may cause accidents.
14. Use a heavy belt or apron and hang tools at your sides, not behind your back.

**DON'T** use tools for jobs they are not intended to do.

**DON'T** apply excessive force or pressure on tools.

**DON'T** cut towards yourself when using cutting tools.

**DON'T** hold the stock in the palm of your hand when using a cutting tool or a screwdriver.

**DON'T** wear bulky gloves to operate hand tools.

**DON'T** throw tools. Hand them directly to workers.

**DON'T** carry sharp tools in your pocket.

**DON'T** carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work.