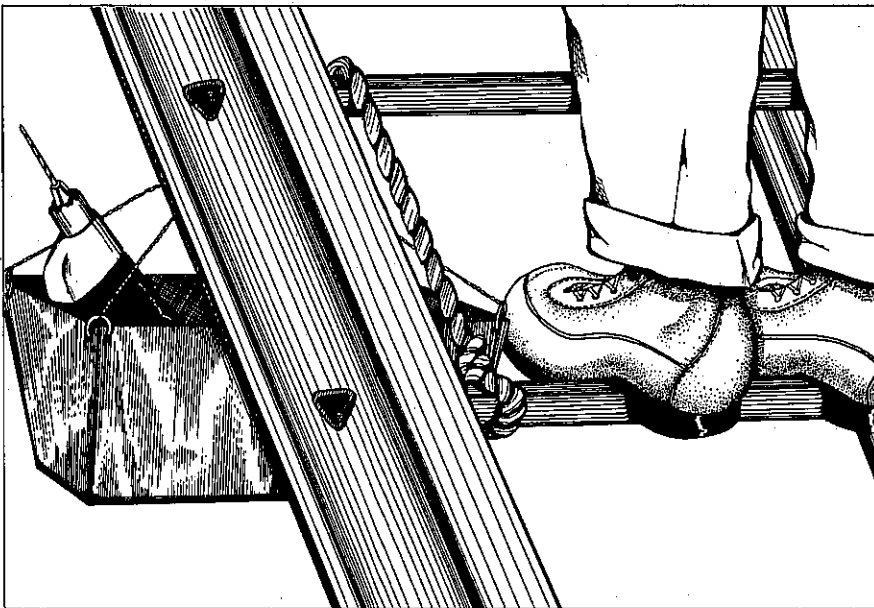


BASIC RULES FOR HAND TOOLS

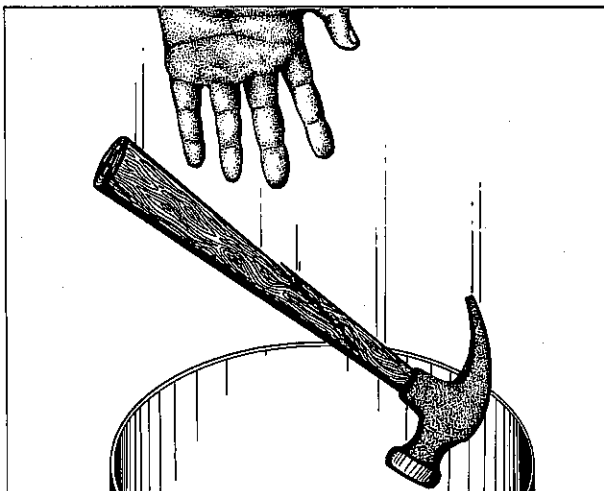
Safety Tips For Hand Tool Users

Almost all of us use hand tools—at work and at home. It's estimated that about 8% of industrial accidents involve the unsafe use of hand tools (both manual and power). These accidents result from using the wrong tool for the job (or using the right tool incorrectly), failing to wear personal protective equipment, or failing to follow approved safety guidelines. The following checklist provides some basic rules for the safe use of hand tools. Take a moment to review this list, and use the tips here whenever you use a hand tool—on *or* off the job.



When working on ladders or scaffolding, secure yourself and your tools.

Inspect tools before each use and replace or repair if worn or damaged.



Hand Tool Rules

- Know the purpose of each tool in your toolbox, and use each for the specific task it was designed to do.
- Never use any tool—hand or power—unless you are trained to do so.
- Inspect tools before each use and replace or repair if worn or damaged.
- Clean tools after every use.
- Keep cutting edges sharp.
- Never test a cutting edge with your fingers—test on scrap material instead.
- Select the right *size* tool for the job—don't use cheaters.
- When working on ladders or scaffolding, be sure that you *and* your tools are secure. (A falling tool can seriously injure a coworker or bystander.)
- Carry tools correctly—never put sharp or pointed tools in your pockets.
- When hand-carrying tools, point cutting edges away from you, toward the ground.
- Lightly oil metal tools and store in clean, dry place to prevent rust.
- Wear Personal Protective Equipment (PPE), such as safety goggles, face shields, gloves, etc. as required.