DALHOUSIE UNIVERSITY Inspiring Minds **Safe Work Instructions For Non-Powered Hand Held Tools**	*Policy Sponsor:* Assistant Vice President Facilities Management	*Approval Date:* September 2010
	Responsible Unit: Trade Services	*Revisions:* January 2017
Service: **Trade Services**	***Shop:*** **All Shops**	

Hazards Identified: Cuts, abrasions, repeated impact, vibration, sharp blades,
Personal Protective Equipment Required: Safety glasses or goggles, safety boots, use safety gloves whenever necessary (ensure gloves are well fitted),
Training Required: Before using various hand held tools employees must be receive training in their proper use and maintenance.

These safe work practices must be reviewed regularly and must be followed at all times.

General Guidelines

1. Select well designed good quality hand tools

2. Do not use these types of tools unless you have been properly trained in; selecting the right tool for the job, proper use of the tool selected, how to properly clean the tool and how to identify damaged tools.

3. The required personal protective equipment must be used at all times while these tools are being used.

4. Always follow the information provided by the manufacturer about proper use and maintenance.

5. Make every effort to keep your wrist straight when using hand tools.

6. Do not use hand tools for anything other than their intended purpose.

7. Always maintenance hand tools in good working condition.

8. Always inspect hand tools for defects before use and remove defective tools from use.

9. Ensure that you can get and maintain a firm grip on the handle of the tool being used.

10. Ensure that handles are kept firmly in place.

11. When possible redress burred or mushroomed heads on punches, chisels, etc. or discard them if they are worn excessively.

12. Always use non-sparking tools in the presence of flammable or explosive environments.

13. Always use properly insulated tools with appropriate ratings when performing electrical work.

14. Always ensure that metal handles are free of burrs.

15. Use tools with ergonomically designed features when ever possible.

16. Ensure that blades are kept sharp and that protective covers are placed over blades to prevent unexpected cuts.

17. Pull on wrenches and pliers, never push.

18. Always point tools with sharp points or blades away from yourself.

19. Ensure that tools left on a workbench are well back from the edge.

20. Transport tools in a sturdy, well designed tool box to and from worksites.

21. Use tool belts designed to hang tools at your sides not at your back.

22. Keep your worksite clean at all times.

Hammers

1. Do not use hammers with loose or damaged handles.

2. Regardless of the type handle ensure that it is shaped to fit your hand

3. Do not grind a hammer head.

4. Do not weld a cracked hammer head or expose it to heat.

5. Do not use a hammer that is showing any signs of excessive wear; discard it immediately.

6. Ensure that you match the weight of a hammer and the length to the work you will be performing.

7. Ensure that you squarely strike the surface of the item you are striking.

8. Do not hit hardened steel surfaces with a steel hammer.

9. Before each use check sledge hammers for defects in their handles and to ensure the head is not loose.

10. Ensure sledge hammers are heavy enough to not bounce of the item being hit but not so heavy that they are hard to control.

Screwdrivers

1. Do not use a screwdriver as a chisel, prying tool, punch or scraper.

2. Always choose the type and size of screwdriver tip that properly fits the type of screw.

3. Do not use screwdrivers with broken or badly worn handles or loose handles.

4. Do not attach another tool to a screwdriver in order to gain extra leverage.

5. Keep screwdriver tips clean and well “dressed” so they provide the best possible grip on the head of the screw

Utility Knives and Chisels

1. Ensure that blades are kept sharpened.

2. Sharpen the chisel if the blade is not cutting cleaning and easily.

3. When you are finished using a leave chisel replace the blade cover or store properly to avoid inadvertent injury.

4. Do not place you free hand near the cut line.

5. Chisels should only be large enough for the job.

6. Take extra care to protect the hand holding a chisel when hitting the chisel with a hammer.

7. Always chip with the chisel blade pointed away from your body.

8. Use a straight edge, carpenters square or piece of wood as a guide for straight cuts.

9. Do not bend blades to the side.

Pliers

1. Do not add an extension to the pliers handle in order to get more leverage.

2. Do not use pliers where a wrench should be used.

3. Do not use a pair of pliers as a hammer.

4. Always use insulated pliers for electrical work.

5. Do not use pliers as a substitute for a wrench or in some cases vice-grips.