

- 1 - Always check to see that all tools and equipment (both company and employee-owned) are in good condition before using them.
- 2 - Always recondition or replace as necessary hand tools such as chisels or punches which develop mushroomed heads during use. Do not use them if the heads are mushroomed.
- 3 - Always replace immediately broken or fractured handles on hammers, axes and similar equipment. Do not use them if it is splintered, has burrs, cracks or splits or the head is loose.
- 4 - Use appropriate handles on files and similar tools.
- 5 - Always use appropriate safety glasses, face shields and similar equipment while using hand tools or equipment which might produce flying materials or be subjected to breakage.
- 7 - Check to see that tool handles are wedged tightly in the head of all tools.
- 8 - Keep tool cutting edges sharp so the tool will move smoothly without binding or skipping.
- 9 - Store all tools in a dry, secure location where they won't be tampered with.
- 10 - Use eye and face protection when driving hardened or tempered spuds or nails.
- 11 - Tag worn, damaged or defective tools "Out of Service" and do not use them.
- 12 - When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- 13 - Do not chop at heights above your head when working with a hand axe.
- 14 - Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
- 15 - Do not perform "make-shift" repairs to tools.
- 16 - Transport hand tools only in tool boxes or tool belts.
- 17 - Do not continue to work if your safety glasses become fogged. Stop your work and clean the glasses until the lenses are clear and defogged.

### **KNIVES AND CUTTING TOOLS**

- 18 - Do not leave knives or other sharp or pointed parts or tools in sinks full of water or parts trays full of solvent.
- 19 - When handling knife blades and other cutting tools, direct the sharp points and edges away from you.
- 20 - Do not use knives with dull blades.
- 21 - Do not attempt to catch a falling knife.
- 22 - Do not pick up knives by their blades.

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## HAMMERS

- 23 - Do not strike nails or other objects with the cheek of the hammer.
- 24 - Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
- 25 - Do not strike one hammer against another hammer.
- 26 - Do not use a hammer if your hands are oily, greasy or wet.
- 27 - Use only a sledge type hammer on a striking face wrench.
  
- 29 - Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

## SCREWDRIVERS

- 30 - Always match the size and type of screwdriver blade to fit the head of the screw.
- 31 - Do not hold the workpiece against your body while using a screwdriver.
- 32 - Do not put your fingers near the blade of the screwdriver when tightening a screw.
- 33 - Do not use a screwdriver as a punch, chisel or pry bar.
- 34 - Do not use a screwdriver if your hands are wet, oily or greasy.
- 35 - Use an awl, drill or nail to make a starting hole for screws.
- 36 - Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
- 37 - When using a spiral ratchet screwdriver, push down firmly and slowly.

## WRENCHES

- 38 - Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
  
- 40 - Size the adjustable wrench to fit the nut before turning.
- 41 - Do not use a wrench with broken or battered points.
- 42 - Discard any wrench with spread, nicked or battered jaws, or if the handle is bent.
- 43 - Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.
- 44 - Do not slip a pipe over a single head wrench handle for increased leverage.

## PLIERS

- 45 - Do not use pliers as a wrench or a hammer.
- 46 - Do not use pliers that are cracked, broken or sprung.
- 47 - When using diagonal cutting pliers, shield the loose pieces of cut material from flying into

the air by using a cloth or your gloved hand.

48 - Do not attempt to force pliers by using a hammer on them.

### **VICES**

49 - When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.

50 - Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.

51 - Do not use a vise that has worn or broken jaw inserts or has cracks or fractures in the body of the vise.

### **FILES/RASPS**

52 - Do not use a file as a pry bar, hammer, screwdriver or chisel.

53 - When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.

54 - Clean the grooves of a file with a wire brush.

### **CHISELS**

55 - Keep the cutting edge of the chisel sharp.

56 - Do not use chisels with damaged striking ferrules.

57 - Hold a chisel with a tool holder if possible.

58 - Clamp a small workpiece in a vise and chip towards the stationary jaw when working with a chisel.

### **SAWS**

59 - Keep control of saws by releasing downward pressure at the end of the stroke.

60 - Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.

61 - Do not use a saw that has a dull saw blade.

62 - Oil saw blades after each use.

63 - Do not carry a saw by the blade.

64 - When using a hand saw, hold the workpiece firmly against the work table.