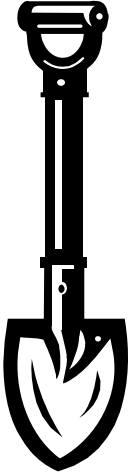


Safety Note #4

HAND TOOL SAFETY



Hand tools include axes, screw drivers, wrenches, pliers, hammers, chisels, saws, shovels, files, punches, and other hand-operated implements. Risks for injury are generally related to hand tool misuse or improper tool maintenance. **Video E-063 Hand Tool Safety in the Workplace is available from the ANR Environmental Health and Safety Library at <http://safety.ucanr.org>.**

Hand Tool Precautions:

- Always inspect hand tools for defects (e.g., splintered, loose, bent, or cracked tool handles, mushroomed tool heads, sprung tool joints, worn tool teeth) prior to use.
- Any tool with defects must be removed from service by attaching a red tag that states “DO NOT USE.” Complete red tag with appropriate information.
- Wear industrial-quality safety glasses or face shield when the hand tool produces flying, crumbling, chipping, sparking, or splintering debris.
- Keep the cutting edge of hand tools sharp. When cutting, always cut away from the body.
- Always use the proper hand tool for the job.
- Never use screwdrivers for prying/punching/chiseling or to test for electric current.
- When hammering, take careful aim to strike the object and not your fingers.
- Never use a wrench for prying or hammering. Do not use sleeved extensions or “cheat bars” on wrench handles.
- Shut off electricity before working on electrical equipment (i.e., lock out, de-energize, and tag out).
- Do not use pliers on nuts or bolts. Use a wrench.
- When cutting wire, strapping, or other soft metals, do not twist or rock metal cutters from side to side.
- Do not use wrenches, hammers, or pliers to tighten clamps.
- Do not use chisels for prying or as wedges.
- When finished, clean hand tools and store in proper locations.

