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| **CAL-HS-PD-3210** |
| **Hand Tools** |
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| **Procedure** |
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| Title: | Director |  |
| Company: | M2 Safety Consultants Ltd |  |
| Name: | Fraser Morrison |  |
| Signature: |  |  |
| Date: |  |  |

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# PURPOSE

1. The purpose of this procedure is to protect persons from:

* Eye injuries through flying splinters from the tool or workpiece.
* Cuts and bruises from slipping or defective equipment.
* Unsafe practices, such as throwing from one person to another.
* Carrying hand tools in pockets leading to cuts and bruises.
* Trips and falls can occur through unsafe housekeeping.
* Falls of tools from height.
* Strains due to excessive force being required.

1. This guidance should be used when working with non-powered tools. These include hammers, chisels, punches, scrapers, spanners, wrenches, pliers, snips, saws, clamps, knives, screwdrivers, taps and dies, vices, shovels, measuring instruments, etc.

# PRECAUTIONS

1. All hand tools should be subject to inspection and maintenance. The frequency and nature of this will depend on the tool and the frequency and nature of the work it is subject to.
2. Hand tools, like all work equipment, should be suitable for its intended purpose; e.g., screwdrivers should never be used as chisels or punches. ONLY USE THE TOOL FOR THE JOB IT WAS DESIGNED FOR!
3. Defective equipment with broken handles, loose heads, dull cutting edges or other such defects should not be used. Ensure that there is a procedure for reporting such defects to supervision in order that they can be corrected.
4. Never throw any equipment or implement to another person.
5. Maintain good housekeeping. Don’t leave equipment lying around. Ensure they are put back in their correct place. Never leave loose tools near an open edge.
6. Ensure that equipment is used, handled and stored correctly in a safe manner.
7. Do not carry sharp or pointed equipment in pockets or tucked in belts.
8. Equipment should be carried in a bag or pouch when ascending or descending ladders, this allows free use of hands.
9. When using hand tools which may give rise to projectiles, e.g. hammers, chisels, etc., eye protection to EN 166 must be worn.
10. When hand tools involving heat sources or ignition risk are used, adequate fire precautions should be employed.
11. Hand tools are designed by the manufacturer to provide the correct ergonomic dimensions for the average user. Extensions should never be fitted to handles and levers as these may lead to strains on the operator.
12. If the use of work equipment is likely to involve a specific risk to health and safety, the use of the equipment should be restricted to those persons given the task of using it and repairs, modifications, maintenance and servicing of that work equipment should be restricted to those persons who have been specifically designated to perform operations of that description.

# TRAINING

1. All persons required to use hand tools in the course of their allotted task should receive adequate training in the hazards of using faulty tools and using the incorrect tool for the job. The main precautions must be known and followed by all who use them.
2. Those required to inspect or maintain tools must be trained in the tasks allotted to them and the defects and faults which may be expected.
3. Where work equipment designed for cutting requires sharpening, this should only be undertaken by those trained in the operation.

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