



084: Tools – Hand Tool Safety

Facilitator duties for this session:

Round up some worn tools for demonstration purposes.

What this Safety Talk covers:

Preventing injury from misuse of hand tools.

Reference Material:

For further information refer to:

- Relevant State Legislation
- Company Policy Statement
- Company Work Method Statement
- Employee Guide to Safety

Why this is important

A misapplied hand tool can easily result in injury.

A worn or damaged tool can easily result in injury. Tool-related injuries are 100% preventable. Check tools before you use them.

Poor tool use and maintenance habits are common.

If the tool slips off the part you're doing electrical work on, it may result in more than skinned knuckles — you could come in contact with energised parts.

Pick the right tool for the job

Do not use a screwdriver, spanner, or other tool as a hammer. Use a hammer, instead. If you use a ratchet as a hammer, you'll damage the mechanism and it will slip later.

Use insulated tools around energised equipment. Electrical tape wrapped on the shaft of a screwdriver is not suitable insulation.

Avoid using adjustable spanners. Use the correct size ring spanner or open ended spanner.

Do not use pliers to turn nuts or bolts.

When using a slotted screwdriver, use the correct size blade for a given slot.

Use Phillips head tools for Phillips head fasteners, Torx™ head tools for Torx™ head fasteners, and so on.

Do not use a screwdriver as a prying bar or jemmy.

A screwdriver with a fatter handle reduces wrist strain.

Use hardened, industrial-quality tools.

Replace worn tools

Replace any tool if the plating is chipped or peeling.

Replace a screwdriver if the tip is chipped, bent, or rounded off.

Replace a ring spanner if the box edges aren't sharp or true.

Replace an open-ended spanner if the jaws are no longer square.

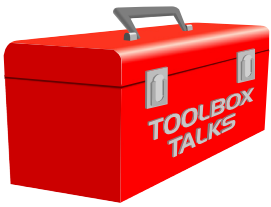
Replace an adjustable spanner if the jaws have noticeable play, the mechanism slips or binds, or the jaws are rounded.

Replace a socket spanner if the spanner binds, if the locking mechanism no longer holds, or the spanner won't easily switch from forward to reverse.

Replace individual sockets if they are cracked, they don't stay on the spanner or extension, or if the faces or corners are no longer true.

Replace adjustable pliers if the jaws slip or bind. Replace them if the jaw grooves are worn too much for an effective grip.

Replace or sharpen any cutting tool that has lost its edge. Replace wire strippers and cutters that are dull.



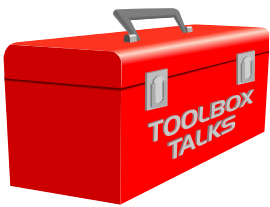
084: Tools – Hand Tool Safety Review and Assessment

Participant Name: _____

Please circle the correct answer to the following questions.

- | | | |
|---|------|-------|
| A worn or damaged tool can easily result in injury. | True | False |
| Tool-related injuries are 100% preventable. Check tools before you use them. | True | False |
| Do not use a screwdriver, spanner, or other tool as a hammer. | True | False |
| Use insulated tools around energised equipment. Electrical tape wrapped on the shaft of a screwdriver is not suitable insulation. | True | False |
| Replace an adjustable spanner if the jaws have noticeable play, the mechanism slips or binds, or the jaws are rounded. | True | False |
| Keep tools with moving parts like adjustable pliers lubricated. | True | False |
| When using wire strippers take care not to "aim" them at another person or at your own face. | True | False |
| Keep tools organised so you're not tempted to use the closest one available or the wrong one. | True | False |
| Don't replace a screwdriver just because the tip is chipped, bent, or rounded off. | True | False |
| Avoid using adjustable spanners. Use the correct size ring spanner or open ended spanner and do not use pliers to turn nuts or bolts. | True | False |

Participants Signature: _____ **Date:** _____



Toolbox Talks Register

1. TOOLBOX TALK NUMBER / DETAILS

Date: _____

Session Leader / Trainer Name: _____

Time Commenced: _____ Time Completed: _____

Site / Project Location: _____

2. PARTICIPANTS PRESENT

Name	Signature

3. ISSUES ARISING FROM TALK

Session Leaders Sign Off: _____