

## Fact Sheet **Basic Safety for Hand Tools**

Hand tools are non-powered or operate only through physical exertion by hand. The greatest hazards posed by hand tools result from misuse and improper maintenance.

### General Safety Requirements:

#### Personal Protective Equipment (PPE)

- Employees using hand and power tools may be exposed to falling, flying, abrasive and splashing objects, flying dust, fumes or mists, vapors or gasses, and should be fitted with the appropriate PPE necessary to protect them from hazards.
- Note: Safety eyewear, hard hats, gloves, and appropriate safety shoes are required on all construction sites.

#### Hearing Protection

- Hearing protection is recommended when using power tools.

#### Tool Maintenance

- All hand tools and portable power tools and similar equipment will be maintained regularly and kept in a safe working condition.

#### Housekeeping

- Floors will be kept as clean and dry as possible to prevent slips and falls.
- Extension cords will be used as needed for temporary power only and must be stored properly when not in use.
- Waste will be disposed of in the appropriate receptacles.
- All work areas and walkways will be well lit.

#### Hand tool precautions:

1. Use the right tool for the job.
2. Saw blades, knives, and other sharp tools will be directed away from aisle areas and other employees working in close proximity.
3. Knives and scissors will be kept sharp; dull tools can be more hazardous than sharp ones.
4. Only spark-resistant tools made from brass, plastic, aluminum, or wood will be used around flammable substances.
5. Wrenches, including adjustable, pipe, box-end, and socket-style wrenches, will not be used when the jaws or socket are stripped or sprung in such a way that slippage occurs.
6. Impact tools such as drill pins or punches, wedges, and chisels will be kept free of mushroomed heads.
7. Wooden-handled tools will be kept free of cracks and splinters and will be kept tightly attached to the working end of the tool.
8. Tools will be stored in appropriate storage areas when not in use.