

## **PORTABLE HAND TOOLS**

### Suggested Guidelines

- \* The correct tool should be utilized for the job and used in a correct manner.
- \* If a job requires excessive force or bending of the wrist creating stress, a powered tool or a differently shaped tool should be used.
- \* Tools should be kept in good working condition. Damaged, worn or defective tools can cause injuries and should not be used.
- \* Keep tools in a safe place. Do not leave tools on the floor or above work areas.
- \* Sharpened tools should not be carried in pockets or left in toolboxes with cutting edges exposed.
- \* Appropriate personal protective equipment, such as safety goggles and gloves should be worn to protect against hazards that may be encountered while using hand tools.
- \* Keep impact tools, such as chisels and punches, free of mushroomed heads.
- \* Keep wooden handles free of splinters or cracks, and assure a tight connection between the tool head and the handle.

Copyright (c) 2002 Gallagher Loss Control Services, Inc. All rights reserved. This content may not be reproduced in any form or by any means without permission in writing from the publisher.