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**SAMPLE GENERAL SAFE WORK PRACTICE FOR HAND TOOLS**

**Potential Health and Safety Hazards**

* Chemical hazards; dust.
* Physical hazards; noise and lighting.
* Ergonomic hazards; force, repetitive movements and posture.
* Machine hazards; moving parts, sharp blades and pinch points.
* Energy hazards; gravity.
* Work practice hazards; following established safe work practices and procedures, and general housekeeping practices.

**Safe Work Practices**

* Read and follow the manufacturer’s instructions and warning labels.
* Know how to safely use hand tools and identify when they need repair.
* Wear **personal protective equipment** such as safety footwear, safety glasses, etc that are appropriate for the hazards to which you may be exposed to when doing the required task.
* Select the right tool for the job; do not substitute.
* Ensure there is adequate lighting in the work area.
* Always concentrate on what you are doing.
* Use good quality hand tools.
* Maintain tools in good working condition.
* Inspect tools for defects before use. Replace or repair defective tools.
* Ensure that the handle fits tightly into the head of the tool.
* Always pull on a wrench or pliers.
* Replace cracked or broken handles on files, hammers or screwdrivers.
* Replace worn jaws on wrenches, pipe tools and pliers.
* Keep cutting tools sharp and cover the sharp edges with a suitable covering to protect the tool and to prevent injuries from unintended contact.
* Keep the work environment clean and tidy.
* Do not use any broken or unsafe equipment, attach a warning tag, take it out-of-service and advise your supervisor.
* Do not use hand tools for jobs they are not intended to do.
* Do not apply excessive force or pressure on tools.
* Do not cut towards yourself when using a cutting tool.
* Do not wear bulky gloves when using hand tools.
* Do not throw tools. Hand them; handle first, directly to another worker.
* Do not carry tools in a way that interferes with using both hands on a ladder or while climbing on a structure.
* Do not carry a sharp tool in your pocket.