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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.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.

- × 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.

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