**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Basic Tool Rules”**

**Almost all of us use hand tools either at work or at home. Tools are such a common part of our lives that it is**

**difficult to remember that they may also pose hazards. It is estimated that about 8% of industrial accidents involve** **the unsafe use of hand tools. These accidents result from using the wrong tool for the job or using the right tool** **incorrectly, failing to wear appropriate personal protective equipment, or failing to follow approved safety** **guidelines.**

**The greatest hazards posed by hand tools result from misuse and improper maintenance. Employees who use hand** **and power tools are exposed to the hazards of falling, flying, abrasive and splashing objects, or to harmful dusts,** **fumes, mists, vapors, or gases.**

**Keep all tools in good condition with regular maintenance.**

**Use the right tools for the job.**

**Inspect each tool for damage before use.**

**Do not use damaged tools.**

**Use tools according to manufacturers' instruction.**

**Use appropriate Personal Protective Equipment (PPE) when using a tool.**

**Know the purpose of each tool and use them for the specific task for which they were designed.**

**Never use any tool unless you know how to safely use it.**

**Keep cutting edges sharp.**

**Select the right size tool for the job, don’t use cheater bars.**

**When working on ladders or scaffolds, be sure that you and your tools are secure.**

**Carry tools correctly, never put sharp or pointed tools in your pocket.**

**Use the right tool for the job. Don't use your wrench as a hammer. Don't use a screwdriver as a chisel, etc.**

**Go back to the tool kit and get the right tool and the right size for the job.**

**Don't use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.**

**Cut in a direction away from your body.**

**Make sure your grip and footing are secure when using large tools.**

**Carry tools securely in a tool belt or box. Don't carry tools in hands when going up the ladder. Use a hoist**

**or rope.**

**Keep close track of tools when working at heights. A falling tool can kill a co-worker.**

**Pass a tool to another person by the handle; never toss it.**

**Use the right personal protective equipment (PPE) for the job. Follow company instructions for selecting**

**and using safety eyewear, steel toed shoes, gloves, hard hats, etc.**

**Select ergonomic tools for your work task when movements are repetitive and forceful.**

**Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury.**

**Always keep your tools in top condition. A dull blade or blunt point can lead to injury.**

**Store tools properly when you stop work.**

**Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do**

**that. -** ***Martin Luther King, Jr***