



## SCHOOL DISTRICT NO. 22 (VERNON)

### HEALTH AND SAFETY

#### Hand Tools SWP 009

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##### A.Purpose

When performing activities that require the use of hand tools, and with prevention of injuries to employees and workers in mind, the following guidelines are provided in anticipation that user awareness may be increased so as to reduce the potential for bodily injury and/or damage to equipment.

##### B.Application

The requirements of this safe work practice shall be applied and enforced at all District locations. where employees, workers, and contractors are engaged in any work-related activity requiring the use of hand tools.

##### C.Practice Guidelines

The following are some general safety points that need to be considered when using, or intending to use, some of the more frequently used hand tools:

- Keep tools in an orderly fashion on the tool bench, or in the tool chest, so that they are easily located when needed;
- Inspect all tools and equipment before use. Do not use defective tools. If defects are identified, tag and remove the item from service. The item shall not be returned to service until the deficiency has been corrected;
- Never leave tools lying on moving machinery or equipment;
- Sharpen or replace dull cutting tools immediately;
- Store tools, such as crowbars, chain tongs, pipe cutters, and other similar tools, in their proper racks;
- Select the appropriate size wrench for the nut to be adjusted. Use care in applying force. Where possible, pull; do not push or jar the wrench;
- Adjust pipe and crescent type wrenches to take a full snug grip on a pipe or nut. Make the pull toward the hook jaw of the wrench so as to tighten the grip. Avoid undue strain on the tool;
- Never step or jump on wrenches or tongs when additional force is needed;
- When two people are using driving tools, ensure the worker holding the tool being struck uses a tool holder and stands to the side;



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- Ensure handles of all hammers, axes, picks, and other similar tools are securely wedged into the head;
- Do not use files without appropriate handles covering the tang;
- Ensure chisels, sledgehammers, and other impact tools are kept free of mushrooming by proper filing of the head surface. Discard brass hammers after they have mushroomed beyond safe use. Weighted plastic hammers now appear to be the hammer of choice;
- Do not use extensions, “cheaters”, or “snipes” on wrench handles until all other efforts to make or break a connection have failed. Extensions are recommended to be no longer than 1½ times the length of the wrench handle. Never use a “cheater” on a crescent wrench;
- Use screwdrivers only for the purpose for which they were designed. Do not use a screwdriver as a pry tool, drift punch, or chisel;
- Use hand or power tools only for the work for which they were designed and intended. Do not use hand or power tools beyond their rated capacity;
- Ensure power tools are suitably grounded and that the electrical extension cable is in serviceable condition;
- Ensure revolution rated capacity on fixtures, such as buffing or grinding wheels, is not exceeded;
- When moving from one level to another, whether on a ladder or scaffold, place and carry tools in a tool belt or tool bag. Do not carry them in your hand; and
- When working on elevated platforms or machinery, ensure all tools are secured in such a manner that they do not become a falling hazard to other workers.

#### D.Related References

- British Columbia Occupational Health and Safety Regulation, Part 12: Tools, Machinery, and Equipment.  
<http://www2.worksafebc.com/Publications/OHSRegulation/Home.asp>.
- U.S Department of Labour, Safety for Hand and Power Tools.  
<http://www.osha.gov/SLTC/handpowertools/index.html>.