

## Hand Tools

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### SAFETY AWARENESS KEPT SIMPLE

#### Safety Talk Mini - Delivery Pack

**This pack contains:**

- 7 - Page Talk Text
- 8 - OHP Presentation Slide Pack

**The full Safety Talk pack contains MS Office Editable documents :**

- 7 - Page Talk Text
- 8 - OHP Presentation Slide Pack
- 16 - A5 talk Handout Sheets
- Assessment and Assessment Answers Sheet
- Employee Attendance Register
- A "How to Present Safety Talks Guide"

**Using the talks (Extract "How to Present Safety Talks"):**

**Plan** which topic you want to discuss with your team.

**Read** through the script before you hold the meeting to familiarise yourself with the material.

**Start** the talk with a comment that makes the topic relevant to the team. For example, if you have seen a number of people using ladders incorrectly, use this as your opening comment.

**Follow the script** but don't read straight from the page. The script is only a prompt and it will sound better if you use your own words.

**Ask the questions** as they appear in the script. It is important you do this because they are a lead in to the next section of your talk.

**Give the team enough time to answer** the questions. Safety talks can be boring for the team if you are the only one talking.



**Hand out** the information sheets as they appear in the script. Don't hand out all the information sheets at the start of the talk otherwise there is a temptation for the team to read ahead and not listen to the points you are making.

*Collect the information sheets at the end of the talk so they can be used again.*

To obtain your full Safety Talk Delivery Pack go to: [www.smartsafe.com.au](http://www.smartsafe.com.au)

## CARRYING AND STORING TOOLS

Tools need to be **stored** safely. Tools falling onto employees from above cause many injuries.

	<p><b><i>“What type of accidents could be caused by poor storage of tools?”</i></b></p>
	<p><b>Hand out sheet 2 – Accidents caused by storing and carrying tools incorrectly</b></p>

Some likely causes of accidents due to poor storage are:

- leaving the cutting edge of knives or saw blades exposed in tool boxes;
- chisels and other sharp tools not stored away;
- heavy tools stored overhead making them difficult to reach;
- round shaped tools left on the ground causing a trip hazard; and
- tool boxes that are too full.

A well organised tool box and tool storage area will reduce accidents. The rule of “**a place for everything and everything in its place**” should be followed.

Carrying tools incorrectly can also cause injuries. When carrying tools on your shoulder, for instance, you must know the clearances when you turn or climb. Other common bad work habits when carrying tools include:

- screwdrivers carried in pockets with the potential to cause puncture wounds;
- leaving tools on vehicles during testing where they fall into moving parts;
- small tools in shirt pockets that can fall onto employees below when you bend over;
- hitting others with heavy or sharp edged tools as you turn around; and
- not telling your co-employees what you are doing.

## USE OF HAND TOOLS

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by following some simple rules.

	<p><b><i>“What are some simple rules we can follow to reduce the risk of injury when using knives?”</i></b></p>
	<p><b>Hand out sheet 3 - Knives</b></p>



There are many ways of holding chisels and punches. You need to be aware of the risk of striking or jamming your hand. A sponge rubber shield, fitted over the punch above your hand, provides some protection.

The maintenance requirements for these tools are similar to those for knives - keep them rust free, sharp and clean.

### Spanners – ring, socket and adjustable

The most common spanners in use today are ring spanners, open ended spanners, socket wrenches and adjustable spanners or shifters.

Each has a specific use and application. Before we look at each type separately, we will discuss some of the common causes of injuries incurred when using spanners.

	<p><b><i>“Can you name the four common causes of injury incurred when using spanners?”</i></b></p>
	<p><b>Hand out sheet 7 – Common causes of injury when using spanners</b></p>

The common causes of injury are:

- the bolt or fastener coming off;
- the spanner slipping;
- the bolt breaking; and
- the spanner breaking.

**Any of these incidents can cause you to lose balance and fall, or jam your hands and arms.**

**When working with spanners, there is also a set of simple safety rules to follow.**

	<p><b><i>“Can you name some of the safety rules you should follow when</i></b></p>
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- don't overload the spanner by using a pipe as an extension bar;
- always pull towards you;
- select the correct size - don't grind or shim the spanner to fit the job;
- don't hit the spanner with a hammer as this weakens and damages the tool; and
- when using adjustable wrenches, keep the adjustable jaw towards you as this helps to lock the spanner.

**Note: For tight fixings, use a “flogging” spanner as these are designed to be struck with a hammer.**

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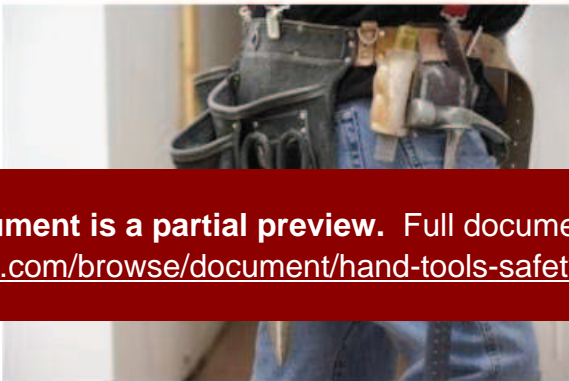
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## Sheet 2 – Accidents Caused by Storing and Carrying Tools Incorrectly



### Storing accidents:

- leaving the cutting edge of knives, or saw blades, exposed in tool boxes;
- chisels and other sharp tools not stored away;
- heavy tools stored overhead;
- round shaped tools left on the ground; and
- tool boxes that are too full.



### Carrying accidents:

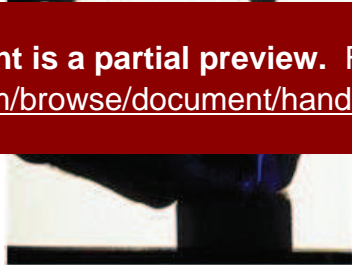
- screwdrivers carried in pockets;
- leaving tools on vehicles during testing;

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- not telling your co-workers what you are doing.



## Sheet 5 – Hammers



### The basic rules when using a hammer are:

- always wear eye protection;
- strike the item or tool squarely;
- ensure the hammer face is larger than the tool being struck;
- select the correctly weighted hammer for the job;
- never strike two hammers together;
- never use a hammer with a loose or damaged handle; and

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## Sheet 8 – Files



### You can ensure the safe use of files by:

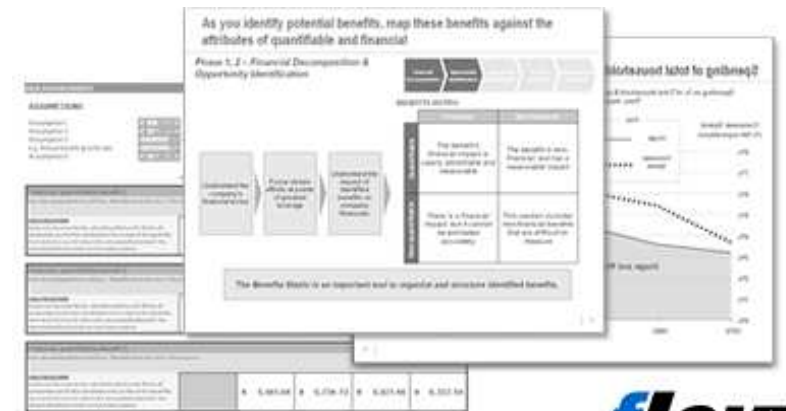
- never using a file without a handle;
- never hitting a file;
- securing the object to be worked on in a vice or clamp;
- never using a file as a lever; and
- never modifying a file for other uses.

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