



Talk No. 22		HAND TOOLS	
Start time		End	Duration

1. **Introduction:**

- 1.1 Misuse and poor maintenance of tools can result in countless injuries every year. Whilst many of these injuries are "preventable" - all are avoidable by complying with relatively simple rules.

2. **Main Points:**

- 2.1 Only ever use the right tool for the job.
- 2.2 Maintain all tools in good condition – if unserviceable either repair or replace.
- 2.3 Control/protect tools when not in use (e.g. folding knives etc).

3. **Points to remember**

- 3.1 Use correct size spanners/wrenches – if using adjustable ones be extra cautious as these are more likely to slip.
- 3.2 Always keep hands and feet clear of tools when working.
- 3.3 Grind down mushroomed ends of chisels/punches etc to prevent splinters flying off.
- 3.4 Do not use screwdrivers as pry bars – they can splinter.
- 3.5 Replace split or damaged handles – do not tape or wire up.
- 3.6 Regularly check handles for integrity of fixings.
- 3.7 All files should be fitted with proper handles.
- 3.8 Where necessary use insulated screwdrivers on live electrics).
- 3.9 Protect sharp edges of tools.
- 3.10 Keep tools in toolbox when not in use.

Notes

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**ATTENTION SHEET**

Talk No. 22			TOOLS
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All operatives **listed and signed** below  Box Talk.

Date .....

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