



# EHS Fact Sheet

## Hand Tools

### Hand Tool Safety

1. Do not use a screwdriver as a chisel or a wrench as a hammer.
2. Inspect tools for damage before attempting a task.
3. Use the right PPE, especially safety glasses and gloves, every time you use hand tools.
4. Carry tools in a manner that prevents injury to yourself or someone else, especially if you should fall.
5. Never strike a screwdriver with a hammer.
6. Cut away from your body to avoid injury.
7. Pass tools to others handle-first.
8. Workers should be able to recognize the hazards associated with the different types of tools.
9. Never use cheater bars to increase force on hand tools.
10. Broken or damaged tools need to be replaced.
11. Wrenches must not be used when jaws are sprung to the point that slippage occurs.
12. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads.
13. Wooden handles of tools must not be splintered.



### Personal Protective Equipment:

1. Eye protection - safety glasses/face shield goggles protect eyes from flying objects.
2. Gloves protect hands from cuts.
3. Safety Footwear protects your feet from dropped tools and materials.
4. Hearing protection may be necessary when working with hand tools in areas where noise level exceeds safe levels.
5. Respiratory protection may be required in specialized cases to protect against dust and fumes.

### Housekeeping Tips:

1. Keep floor clean and dry to prevent slips and falls.
2. Never leave hand tools laying on equipment or floor.
3. Work in areas with adequate lighting.
4. Allow for plenty of space in the area where you are working.

### OSHA Hand and Power Tool

<https://www.osha.gov/SLTC/handpowertools/index.html>