

### What?



- Hand tools are used extensively both at work and at home to undertake maintenance and repairs. They come in various shapes and sizes for a host of different applications from the simple screwdriver to the more complex jack, with many other tools in between such as hammers, wrenches, chisels, pliers, screwdrivers etc.

### Why?

- It is estimated that 8% of all workplace injuries are caused by incidents associated with hand tools. These injuries can be serious, including loss of fingers or eyesight.
- Because hand tools are so common people tend to neglect them and take risks with tools which are damaged or defective. It is important to ensure hand tools are purchased from a reputable supplier where quality can be guaranteed and that they are properly maintained and stored safely when not in use.

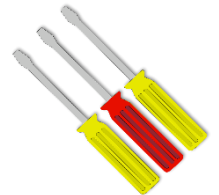


### Do ✓

- ✓ Keep tools sharp to avoid the need to use excessive force
- ✓ Only use tools in a good condition
- ✓ Carry tools in a toolbox or bag
- ✓ Use tools for their intended purpose only
- ✓ Replace damaged tools and renew handles that are damaged or split
- ✓ Cover sharp edges or sharp points
- ✓ Use knives with retractable blades
- ✓ Make sure spanners fit the workpiece properly
- ✓ Keep hands clear of impact tools or those with sharp cutting edges

### Don't ✗

- ✗ Don't forget to use suitable PPE
- ✗ Don't use poor quality tools
- ✗ Don't carry tools in your pocket
- ✗ Don't use chisels with a mushroomed head
- ✗ Don't leave knives or sharp tools lying about
- ✗ Don't use screwdrivers as chisels
- ✗ Don't use homemade tools



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