



PACIF has developed Safety Briefs to help municipal highway supervisors maintain a high level of safety and hazard awareness among employees. We recommend using these short “tailgate trainings” on a regular basis – but no less once a month.

If you need a particular safety topic, please contact us at losscontrol@vlct.org.

HAND TOOLS

Information for Supervisors

Hand tools are such a common part of our lives at home and at work that we often forget the hazards they pose. Workers should be able to recognize the hazards associated with different types of tools, and understand that an unpowered hand tool (such as a chisel) will pose different hazards than a pneumatic grinder or electric circular saw.

The greatest hazards posed by hand tools result from misuse, improper maintenance, poor guarding, poor wiring, or improper use of PPE. Always be sure to select and use the proper tool for the job!

Talking Points for Training

Review the following list with your employees and add any special emphasis on tools and related equipment that you have concerns about.

- Never use a tool not designed for the job, as it can break, malfunction, etc. in a way that is not anticipated. A hammer is not a wrench, and a wrench is not a hammer. Screwdrivers continue to be the most commonly abused tool.
- Inspect hand tools before each use to be sure it is safe to use. For electric power tools, this includes the plug and cord. If the cord is damaged, tag and remove the tool from service. For power tools with guards, make sure they are securely attached. Never use a tool without its guard in place!
- Always be sure of your surroundings when hand tools are in motion and be mindful of by-standers. Pay particular attention to swinging tools such as hammers, sledges, or other items that might strike nearby co-workers.
- Maintain a sharp edge on tools that have a cutting function (e.g. axes, chisels, chainsaws, etc.). This ensures that the tools will function as designed and will require less effort to accomplish the task.
- Be sure all tool handles (wood, composite or metal) are free of all splinters and rough surfaces. Make sure that hammer, sledge and axe heads are not loose.
- Flying debris and tool fragments can result in eye and other injuries. Check hammer heads, chisel heads and related tools for metal burrs. These should be ground off prior to use. Make sure you use all required PPE!

Trainer: _____

Training Date: _____

Attendee Roster:

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

If you have questions on this, or other safety topics, please contact PACIF Loss Control at 800-649-7915 or losscontrol@vlct.org.

Also visit us on the web at: www.vlct.org