

SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

2024

Staying Safe While Using Hand Tools

When there is maintenance to be done on your vehicle, you rely heavily on our hand tools, and may take them for granted. With all the dangers you face on the road, standing on firm ground and using hand tools for maintenance may seem like one of the least dangerous activities you perform. However, using hand tools can be hazardous if the right safety procedures are not followed.

Safety Guidelines

To keep yourself safe, follow these basic rules:

- Keep all tools in good condition with regular maintenance.
 - If a wooden handle on a tool is loose, splintered or cracked, the head can fly off.
 - If the jaws of a wrench are sprung, the wrench can slip.
- Use the right tool for the job.
 - Each maintenance task calls for a specific tool. Never deviate. If you have any doubt as to which tool is correct, refer to your user's manual.
- Examine each tool for damage before using it and never use damaged tools.
 - Wrenches must not be used when the jaws are sprung; they can slip and lead to injury.
 - Tools used for cutting edges must be sharp. Dull tools can be more hazardous as you must press harder when using them.
- Secure work: Use clamps or a vise to secure your work so you can use both hands on the tool.
- Operate tools according to the manufacturer's instructions.
- Stay focused: Avoid distractions and concentrate on the task at hand. Most injuries happen when the operator isn't paying full attention.
- Keep others safe: Maintain a safe distance from anyone else working in the area or watching you. If you're using concrete tools, keep bystanders away from dust, debris, and exhaust.
- Stay balanced: Keep good footing and maintain a firm grip, especially with handheld tools.
- Use the right personal protective equipment.
 - Loose clothing, ties or jewelry should never be worn when using hand or power tools.
- Store and transport the tools properly as soon as you are done with them.
 - Put the tool away as soon as you are done with it. Leaving the tool in a pathway could trip you.
 - Transport tools in a toolbox or container. Never carry pointed tools in your pocket.