

Avoiding Hand Tool Injuries

Objective: To assure that all employees are familiar with safe practices for avoiding injuries while using hand tools.

Hand tools are fundamental to many areas of work. There is a wide variety of hand tools that can assist with everything from resurfacing a road to performing open-heart surgery. However, despite their predominantly constructive purpose, hand tools cause many injuries every year.

When using any hand tool, it's important to understand the tool's purpose and use it with caution. **Know the hazards of each tool based on how it will be used, and make sure you know and follow the needed controls to prevent injury.**

Safe Practices:

- Review and follow all manufacturer safety information and warnings.
- Use the right tool for the job.
- Keep tools in good condition and inspect them before each use.
- Use tools only for their intended purpose.
- Keep tools in a safe place, especially away from where children can access them.
- Use all available safeguards.
- Do not use a tool that you have not been properly trained to use.
- Keep your workspace clear of debris and assure that people will not be entering your workspace while you are using a tool.
- Plan your work and assure that you are prepared. A **hazard assessment** is required to be completed to identify appropriate PPE for the job.
- Learn first aid procedures to help prevent a minor injury from becoming serious.

Avoiding Hand Tool Injuries

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: _____ Date: _____

Trainer: _____ Trainer's Signature: _____

Class Participants:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Remember to document attendance in the Training Track application of the Risk Management Center.