

**2****STUDY GUIDE  
HAND TOOL SAFETY**NAME: \_\_\_\_\_  
CLASS OR PERIOD: \_\_\_\_\_  
DATE OF INSTRUCTION: \_\_\_\_\_

1. There are many different types of hand tools. Each one is designed for a specific purpose. Always use the right type of tool. Use the tool designed for the work you want to do.
2. Use the right *size* tool. Don't try to do heavy work with a small, light tool; don't try to do fine work with large, heavy duty tools. Use the tool that suits the work.
3. Before you use a tool, check it to be sure it's clean and in good condition.
4. Never use your hands or fingers to test whether or not a tool is sharp. If the tool is as sharp as it should be, you'll cut yourself.
5. Be sure the tool handle is fitted tightly and securely.
6. Don't use any tools that are dull, broken, damaged or defective in any way. Report defective or broken equipment to your instructor.
7. Always carry tools by the handle.
8. When you carry a tool, hold it so the point or edge is aimed down toward the floor.
9. Don't carry tools in your pockets. You could bump into something and get hurt, or the tool could fall from your pocket and be damaged.
10. Handle the tools carefully. Don't throw them or toss them down. Lay tools down carefully so they won't be damaged.
11. When you hand someone a tool, hold it so they can take it by the handle or lay it down so they can pick it up by the handle.
12. Avoid holding the work with one hand while you use the tool with the other hand. Fasten the work down so you'll have both hands free to use the tool.
13. Wear eye protection. Wear a face shield, safety goggles or safety glasses whenever there's even the *slightest* risk of an eye injury.
14. Don't lay tools down near the edge of a bench where they could fall off. Don't lay tools where someone could bump into them or trip over them.
15. Always keep your hands and arms out of the path of a cutting tool. Keep your hands, arms and body behind the cutting edge.
16. Use wrenches that are clean and in good condition. Don't use wrenches or sockets that are worn or damaged in any way, and keep the wrenches clean and free of oil or grease.
17. There are many different types of wrenches. Each type of wrench is designed for a specific purpose. Always use the right type of wrench and the right size wrench for the job.
18. Skinned knuckles are a common injury when a wrench is improperly used. To avoid the risk of skinned knuckles or fingers, hold the wrench so your hand is open when you *push* on it, and closed when you *pull* it toward you. Push open, pull closed.
19. Never use a mallet or a hammer on a wrench, and don't extend the length of a wrench with another tool or a piece of pipe. Use only the leverage of the wrench itself. Don't force it.
20. There are many different types of files. Use the right type of file for the work you want to do, and keep the file clean. Use a brush or a file card to keep files from clogging.

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21. *Never* use a file without a handle on it. The part of the file that fits into the handle is called the "tang". The file cuts on the forward stroke, and if there's no handle on it the tang could be driven into the palm of your hand.
22. When you use a file or some of the other tools in the shop, there may be metal filings, metal chips or dust and splinters. Never use your hands to wipe away any metal waste. Always use a rag or a brush.
23. Before you use a hammer, be sure the head is firmly secured on the handle.
24. Machinists hammers, or ball peen hammers, have been case-hardened. Never strike another tempered, hardened surface with a hard, metal hammer. The two tempered surfaces can chip when they're struck together, and the pieces can fly like shrapnel.
25. Be careful when you use a mallet or a soft-faced hammer. It can rebound or bounce and strike you in the face or head. Keep yourself out of the line of a possible rebound.
26. When you use a hammer or a mallet, hold it so it strikes squarely; not so it hits at an angle or off-center.
27. Never use a chisel with a chipped, battered or mushroomed head. Use only chisels that are in good condition.
28. Use a hammer with a face that is *twice* the size of the chisel head. Strike the chisel squarely, and keep your eyes on the cut, not on the chisel head.
29. Wear a face shield when cleaning welds or removing slag with a hammer and chisel or with a chipping hammer.
30. When you're finished with the tools, clean them and return them to the assigned storage area.