

NDSU

HAND TOOLS

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Safe Operating Procedures

I. Introduction

NDSU employees are more likely to be injured when servicing equipment than when operating it. Small hand tools can inflict great injury, as can power tools. By outlining the following safe operating procedures we learn to prevent injury and safeguard ourselves and our co-workers.

II. Purpose

To ensure all employees know and understand the safe operating procedures involved with 'Manual Carpenter Tools'.

III. Goals

To reduce the risk of a work related injury by maximizing personal safety while using 'Manual Carpentry Tools'.

IV. Procedure

1. Hammers
2. Chisels
3. Knives
4. Screwdrivers
5. Hand Saws

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1. **Hammers**

A. General Safety - Safe Operation:

Wear eye protection. Whenever possible, use soft-faced hammers (plastic, wood, or rawhide) when striking hardened surfaces,

- Check the condition of the handle. Keep handles tightly wedged in hammerheads to prevent injury.

Replace cracked or splintered handles.

- Select the right size for the job. A light hammer bounces off the work. One that's too heavy is hard to control.
- Grip the handle close to the end to increase leverage for harder, less tiresome blows.
- Prevent injuries to others by swinging in a direction that won't let your hammer strike someone if it slips from your hand.

Keep the handle dry and free of grease and oil.

- Keep the hammer face parallel with your work. Force is then distributed over the entire hammer face, reducing the tendency of the edges of the hammerhead to chip, or slip off the object being struck.

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2. Chisels And Punches

1. General Safety - Safe Operation:

- Wear eye protection.
- Grind off mushroom heads. The sharp edges can tear your skin or chips could break off the mushroomed head and fly into your eyes.

Keep a smooth bevel ground on the heads of all punches and chisels.

- Don't use chisels and punches for prying.
- Hold the tool steadily but loosely. The best place to hold it is just below the head. If you miss and strike your hand, your hand will not be caught between the hammer and the work piece.
- Select the proper sized tool for the job. Heavy Pounding on tools too small for the job increases the risk of injury from tool breakage.

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3. Knives

1. General Safety - Safe Operation:

- Keep blades sharp. The greater the force you have to apply, the less control you have over the cutting action of the knife. The safest knife usually has the sharpest edge.
- Cut away from the body. Your hands and fingers should always be behind the cutting edge.

Keep knife handles clean and dry to keep your hand from slipping onto the blade.

- Never pry with a knife; blades are hardened and can break with a snap.
- Store knives safely. Keep knives in their own box or scabbard when not in use.

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4. Screwdrivers

1. General Safety - Safe Operation:

- Use screwdrivers only for driving screws.
- Sharpen screwdrivers properly, File or grind worn or damaged tips to fit the slot of the screw. A sharp, square-edged tip won't slip as easily as a dull one, and less pressure will be required to hold the tip in the slot.
- Don't hold parts in your hand, put the work on a bench or in a vise to avoid the possibility of piercing your hand with the screwdriver tip.
- Use screwdrivers with insulated handles for electrical work.

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5. Hand Saws

1. General Safety - Safe Operation:

- Keep handsaws sharp and free of rust to prevent them from binding or jumping.
- Always make saw cuts directly across the material with a slow, careful, downward stroke.
- Never force the saw through the cut as this may cause the saw to buckle or fly out of the groove causing an injury.

