North Dakota State University
Hand Tools

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 recommended safe operating procedures we learn to prevent injury and safeguard ourselves and our co-workers.

II. Purpose
To provide guidelines to employees to know and understand the safe operating procedures involved with hand tools.

III. Goals
To reduce the risk of a work related injury by maximizing personal safety while using hand tools.

IV. Procedure
1. Proper eye protection must be worn (safety glasses, goggles, or a face shield). Operate tools only with instructor/supervisor's permission and after proper instructions have been received.
2. Wear gloves when using tools that require or recommend them.
3. Always use the right type of tool for the job. Use the tool designed for the work you want to do.
4. Use the right size tool. Do not try to do heavy work with a small, light tool; do not try to do fine work with large, heavy-duty tools. Use the tool that suits the work.
5. Before you use a tool, check to be sure it is clean and in good condition.
6. 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.
7. Be sure the tool handle is fitted tightly and secure.
8. Make sure the handle or gripping surface of a tool is free from dirt, grease, oil, and splinters.
9. Do not use a dull, broken, or defective tool. Report defective or damaged equipment to your supervisor.
10. Always carry tools by the handle.
11. When you carry a tool, hold it so the point or sharp edge is aimed down toward the floor.
12. Avoid holding the work with one hand while you use the tool with the other hand. Fasten the work down so you will have both hands to use the tool.
13. Plan the work so you can keep your balance. Always keep your weight on both feet, and don't over-reach.
14. Do not lay tools down near the edge of the bench where they could roll off and where someone could bump into them or trip over them.

15. Never aim a cutting tool toward your hands, arms, or body. Aim the tool away from you and away from others, whether you are working with it or just holding it.
16. Always keep your hands and arms out of the path of a cutting tool. Keep hands and arms behind the cutting edge.
17. Unguarded, sharp-edged or pointed tools must not be carried in pockets.
18. When you are finished with a tool, return it to its assigned storage area. Do not leave tools lying around.
19. Use the tools only if you understand how to use them correctly and safely. If you are not sure, check with your supervisor.