

## About Tool Box Talks

Please read through this document with each of your staff FACE TO FACE in the form of a Toolbox talk, encourage interaction on the Discussion points. Each Toolbox talk should take no more than 10 – 15 minutes.

A tool box talk record sheet shall be completed containing each employee's signature. Retain a copy on your local Toolbox talk file and fax/email a copy to the central number shown at the bottom of the Toolbox talk form.

# Use and Care of Hand Tools

## Introduction:

Misuse and poor maintenance of hand tools result in countless injuries every year. Whilst many may be considered "minor" - all are avoidable by complying with relatively simple procedures.

## Main points:

- Only ever use the right tool for the job.
- Maintain all tools in a serviceable condition (Personal and ERIKS owned) – if unserviceable replace.
- Control/protect tools with obvious risks (Stanley knives, etc).

## Discussion points:

- Use correct size spanners/sockets for nuts – if using adjustable spanners, be extra cautious as these are more prone to slipping.
- Always keep hands behind cutting edges when working.
- Whenever possible e.g. opening packaging, use knives with protected blades
- Grind down mushroomed heads of chisels, punches, etc to prevent splinters flying off.
- Do not use screwdrivers as chisels – handles may splinter.
- Replace split or damaged wooden handles – do not tape or wire up.
- Regularly check hammer and mallet heads, etc for security of fixings, and mushrooming.
- Never use a file without a fitted handle.
- Where necessary use specialist tools, (e.g. chisels with wrist guards, circlip pliers)
- Protect from the sharp edges/points of tools.
- Keep tools in toolboxes or racks when not in use.
- Where applicable ensure suitable PPE is worn (eye protection, strong leather gloves when hammering drifts and chisels etc).
- Clean your tools after use and disinfect them if used on dirty water handling equipment to help prevent cross contamination.

MINOR ACCIDENTS CAN RESULT IN MAJOR INJURIES  
(A SPLINTER FROM A MUSHROOMED CHISEL HEAD CAN BLIND YOU!)