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STUDY GUIDE HAND TOOL SAFETY

NAME: _____

CLASS OR PERIOD: _____

DATE OF INSTRUCTION: _____

1. Wear eye protection. Always wear safety glasses, goggles or a face shield when you work in the shop.
2. Always use the right type of tool for the job. Use the tool designed for the work you want to do.
3. 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.
4. Before you use a tool, check it to be sure it's clean and in good condition.
5. 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.
6. Be sure the tool handle is fitted tightly and securely.
7. Don't use a dull, broken or defective tool. Report defective or damaged equipment to the instructor.
8. Always carry tools by the handle.
9. When you carry a tool, hold it so the point or sharp edge is aimed down toward the floor.
10. 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 tools.
11. Plan the work so you can keep your balance. Always keep your weight on both feet, and don't over-reach.
12. Don't lay tools down near the edge of the bench. Don't lay tools down where they could roll off, where someone could bump into them or where someone could trip over them.
13. 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.
14. Always keep your hands and arms out of the path of a cutting tool. Keep hands and arms behind the cutting edge.
15. When you are finished with a tool, return it to its assigned storage area. Don't leave tools lying around.
16. Use the tools *only* if you understand how to use them correctly and safely. If you're not sure, check with the instructor.