

THENJIWE SUPPLIES & REPAIRS

Reference Number	TSR/SOP/012
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SAFE OPERATING PROCEDURE FOR THE USE OF HAND TOOLS



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1. PURPOSE

To ensure work is carried out in a safe manner as to minimise the risk of accident and / or injury.

2. SCOPE

This procedure addresses the safe use of hand tools on site.

3. RESPONSIBILITIES

All personnel making use of hand tools

4. PPE REQUIREMENTS

Gloves	
Protective Clothing (Overall)	
Hard hat	
Safety shoes	
Safety goggles	
Dust mask (Depending on area and work being conducted)	

5. GENERAL

Not applicable.

6. PROCEDURE

6.1 Pre-Inspection Checks

- a) Ensure that the hand tool selected is appropriate for the job.
- b) Keep tools clean and grease free.

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- c) Hand Tools must be inspected. All defective Hand Tools (Blunt points, broken handles etc.) must be tagged, removed from service and reported to Supervisor immediately.
- d) Destroy any hand Tools that cannot be repaired.

6.2 **General Safety rules for all Hand Tools**

6.2.1 **Use of Spanners**

- a) Select the correct tool for the job
- b) Select the correct spanner size for the nut or bolt to be torque
- c) Utilize ring spanners where possible
- d) Use a rigid jaw spanner rather than an adjustable one to reduce the risk of slippage
- e) Pull toward the body whenever possible; do not obtain extra leverage by improvised extension handles
- f) Use a steady pull motion, do not use a jerky action and do not hit with a hammer

6.2.2 **Use of Stilton Wrench**

- a) Select the correct tool for the job
- b) Ensure that the hook jaw and heel jaw are engaged with the object prior to applying full force to the handle
- c) Pull toward the body whenever possible, do not obtain extra leverage by improvised extension handles
- d) Use a steady pull motion, do not use a jerky action and do not hit with a hammer

6.2.3 **Use of Screwdrivers**

- a) Always use the correct screwdriver blade size for the screw head
- b) The screwdriver blade should fit the width of the screw slot and should not protrude beyond the diameter of the screw head

6.2.4 **Use of Hammers**

- a) The hammer handle must be free from knots if wood and undamaged if synthetic
- b) Always use the correct hammer for the task: Claw (Wood), Ball Pein, Soft Hammers
- c) The hammer must be held in a firm grip at the end of the shaft
- d) Hammers may be used in conjunction with other tools
- e) Always utilize safety goggles when striking other tools or hard surfaces

6.2.5 **Use of Pliers**

- a) Ensure that operator is trained in the use of pliers
- b) Ensure that the plier jaws fully grip the object
- c) Ensure that no body parts are accidentally between the jaws or handles when applying pressure
- d) Ensure that insulated pliers are utilized in electrical installations
- e) Ensure that the plier selected is fit for the job or task at hand e.g. Circlip pliers, crimping pliers, side cutters, nippers, wire strippers

6.2.6 **Use of Hacksaws**

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- a) Ensure that the correct hacksaw blade is selected for the material being cut egg. Fine (20-30 teeth/ 25mm), Coarse (14-18 teeth/ 25mm), general purpose (16-18 teeth/25mm)
- b) Ensure that blade is HSS or flexible depending on task
- c) Ensure that the blade fits properly into the saw frame and the blade is tensioned correctly
- d) Ensure that the blade is not twisted to prevent shattering
- e) Ensure that there are no broken, missing nor discolored – indicating tensile loss
- f) Ensure that the teeth are facing in the direction of the cut
- g) Ensure that the angle of the blade to the cut is 30 degrees. The rate of sawing should be 40-50 strokes per minute. Cutting pressure should be applied only on the forward stroke

6.2.7 Use of Centre Punch

- a) Ensure that centre punch point is not rounded or blunt
- b) Ensure that punch is well maintained and the striking end is not burred
- c) Ensure that punch is clean and free from grease and oil

6.2.8 Use of Chisels

- a) Ensure that the chisel head is not rounded or blunt
- b) Ensure that chisel is well maintained and the striking end is not burred or mushroomed
- c) Ensure that chisel is clean and free from grease and oil
- d) Ensure that chisel selection is fit for purpose

6.2.9 Condition of Tools

- a) All personal, workshop and special tools shall be kept in a good, safe and clean condition
- b) No handmade tools shall be used unless made for a specific task and approved by the Engineer
- c) Guards and handles shall be fitted where necessary such as hand protectors on chisels, punches and files
- d) Tools issued shall be kept in a lockable tool store or lockable tool box
- e) An inventory shall be maintained of tools on work area
- f) All tools are to be inspected prior to use by the competent user

6.2.10 Storage of Tools

- a) All tools shall be stored in a toolbox in a clean, neat and orderly manner so to prevent the tools being damaged or cause injury to people
- b) Tools shall be carried and stored so that blades or sharp points are protected from damage and injury to people

7. REFERENCE

Not applicable.

8. SUPPORTING DOCUMENTS

Monthly Hand Tool Inspection Checklist