

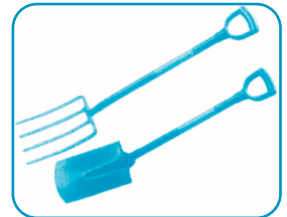


Hand Tools

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read this entire leaflet and any others issued before you use your hand tools

1. Hand tools, although not powered, can cause injury or damage if not used in a careful and controlled way.
2. Each hand tool has been designed to do a specific job: use it only for that job. You could break the tool, damage the equipment you are working on, or create other hazards if you force tools to do jobs they were not designed for.
3. If you have not used this type of equipment before, familiarise yourself with how it works and the hazards it presents before you start work.
4. Plan your work and think ahead to make sure you will always be working safely.
5. Various items of personal protective equipment may require to be worn, check any other safety instruction leaflet issued. Follow any instructions given by the hire company.
6. Hand tools must not be used by minors, or by anyone under the influence of drugs or alcohol.
7. Hand tools are designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using them.



WORK AREA

1. Do not work where there is a possible danger of explosion if the hand tools cause sparks in use. Fumes from petrol, or gas cylinders could be ignited.
2. Make sure that the work area is clear and safe and that no – one is close by or could cause distraction.
3. Protect other people from any possible danger. Warn others to keep away.
4. If possible, move the work to suitable safe place away from other people.

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For guidance on managing
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OPERATORS

1. Relevant items of personal protective equipment (PPE) appropriate to the type of tool being used and the environment being worked in must be worn.
2. Anybody who is working close by will also need to wear appropriate personal protective equipment.

HAND TOOLS

1. Check that the tool(s) hired are in good condition, including any levers and wooden handles. If anything is found damaged, do not use it – contact the hire company.
2. If the hand tool is not simple or straightforward to use ensure the hazards are understood before using it.
3. Some hand tools, for example a spring compressor or gear puller, can store a lot of energy which can be released with great force if the tools are not used properly. Extreme care should be taken when using equipment like this.
4. Some hand tools, like a pickaxe or a sledgehammer, can be particularly hazardous when working close to other persons.
5. Check on how the hand tool operates before starting work, know how to use the tools properly.

USING THE HAND TOOLS

1. Wear the protective equipment.
2. If working with equipment that could be dangerous to others, be especially careful to keep others clear.
3. Do not take risks by exerting hand pressure on tools that may slip.
4. Do not put fingers into springs or other places under pressure; they could be crushed.
5. Make sure any guards or safety devices are in place and working in the ground, or on a wall, be careful not to damage any hidden pipes or cables.
6. Do not attempt to relocate any tool or equipment while it is under pressure.
7. Stop work if approached.
8. If the equipment does not work properly, do not attempt to repair it. Contact the hire company.

Keep this leaflet in a safe place until work is finished as it may need to be referred to again.



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