



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS
University Environmental Health and Safety

APPENDIX B – Manual Hand Tools

Hand tools are tools that are powered manually. Some examples of hand tools include anvils, axes, chisels, files, hammers, hand boring tools, planes, pliers, punches, saws, industrial scissors, screw drivers, tin snips, and wrenches. Hazards associated with hand tools result from misuse and improper maintenance. To prevent injury, follow the guidelines listed below:

- Hand tools shall be used for their intended purpose;
- Inspect tools for damage prior to use;
- Hand tools shall be maintained in good condition free of damage. For example, wooden handles on tools, such as a hammer or an axe, shall be tight and free from splinters or cracks;
- Bent screwdrivers or screwdrivers with chipped edges shall be replaced;
- Always direct tools such as knives, saw blades, etc. away from aisle areas and away from other employees working in close proximity;
- Dull tools can cause more hazards than sharp ones. Keep blades sharp;
- Cracked saw blades must be removed from service;
- Wrenches must not be used when jaws are sprung to the point that slippage occurs;
- Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads;
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substances. Spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used;
- Keep the work area and tools clean. Dirty, greasy tools and floor may cause accidents;
- Tools shall be stored in a dry secure location; and
- Carry and store tools properly. All sharp tools shall be carried and stored with the sharp edge down. Do not carry sharp tools in a pockets.