



## *For Maintenance and Custodians*

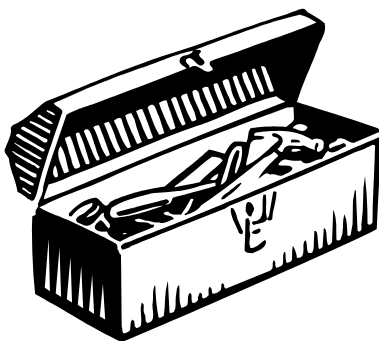
Hammers, wrenches, chisels, pliers, screwdrivers, and other hand tools are often underrated as sources of potential danger. Hand tools may look harmless, but they are the cause of many injuries. These injuries can be serious, including loss of fingers or eyesight.

*Hand tools can cause many types of injuries:*

- Cuts, abrasions, amputations, and punctures. If hand tools are designed to cut or move metal and wood, remember what a single slip can do to fragile human flesh.
- Repetitive motion injuries. Using the same tool in the same way all day long, day after day, can stress human muscles and ligaments. Carpal tunnel syndrome (inflammation of the nerve sheath in the wrist) and injuries to muscles, joints and ligaments are increasingly common if the wrong tool is used, or the right tool is used improperly. Injury from continuous vibration can also cause numbness or poor circulation in hands and arms.
- Eye injuries. Flying chips of wood or metal are a common hazard that may cause causing injury.
- Broken bones and bruises. Tools can slip, fall from heights, or even be thrown by careless employees, causing severe injuries. A hammer that falls from a ladder is a lethal weapon.

*To avoid such injuries, remember the following safety procedures:*

1. Use the right tool for the job. Don't use your wrench as a hammer. Don't use a screwdriver as a chisel.
2. Don't use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.
3. Cut in a direction away from your body.
4. Make sure your grip and footing are secure when using large tools.
5. Carry tools securely in a tool belt or box. Use a bag or bucket to carry tools up and down ladders.
6. Carry pointed or sharp tools with the dangerous edges away from your body.
7. Avoid wearing jewelry or loose clothes that could get caught in tools.
8. Keep close track of tools when working at heights. A falling tool can injure a co-worker.
9. Pass a tool to another person by the handle; never toss it to them.
10. Use the right personal protective equipment (PPE) for the job.
11. Select ergonomic tools for your work task when movements are repetitive and forceful.
12. Always keep your tools in top condition. A dull blade or blunt point can lead to injury.
13. Store tools properly when you stop work.



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