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|  | PO Box 299  Oberon NSW  2787  ABN 98 107 506 208 | Version | Author | Reviewed | Reference |
| **B -** Rev 1 | SM | GLP/ID | **TB-005** |
| 14th August 2012 | | | |
| **Hand Tools** | | | |

Work Area: ………………………………… Start Time: ………………………

Work Crew: ……………………………………………………………………………

Location: ………………………………… Date: …………………………….

Team Leader: …………………………… Presenter: …………………………………

**Toolbox Topic: Using Hand Tools Safely**

* Purpose:- Using hand tools may cause serious injury to the user and fellow workers.

Recommendations:-

* Appropriate PPE should be worn eg. safety glasses, gloves, face shields, safety boots etc.
* Tools must be used solely for their intended purpose and must not be overloaded.
* Team Leaders must instruct and/or train Workers in the correct method of using hand tools.
* Workers must NOT use tools if they are unfamiliar with them.
* Team Leaders and Workers should ensure that hand tools have been regularly maintained.
* Inspect all tools before use to detect faults and maintenance requirements.
* Check to see that the power cords etc are undamaged.
* Assess the possible risks of using certain hand tools.
* Where hazards have been identified, risk assessments need to be carried out.
* Report problems as soon as they are noticed and consult with the Team Leader.
* Team Leaders should rotate workers to minimise the repetitive use of hand tools for long periods.
* Use COMMON SENSE, be aware of others in your team and help look after their safety.
* Report all accidents/injuries/incidents/hazards to your Team Leader immediately, and ensure that the appropriate forms are completed. *(S-010 Policy, and complete F-017 Incident Report)*
* Most accidents are caused by: **Ignorance, Carelessness, Distraction, Disobeying Instructions**
* *Any QUESTIONS or COMMENTS?   
  The Presenter must record any questions or comments on the back of this form*

***Please sign that you have attended and that you understood the content of this meeting:***

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| **Name** | **Signature** | **Name** | **Signature** |
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