



## **WEEKLY SAFETY MEETING**

**All Euramax Subsidiaries**

### **HAND TOOLS**

#### **Safety Meeting Contents**

- Meeting Notice
- Leaders Guide
- Employee Handout
- Employee Quiz
- Meeting Sign-In Sheet
- Employee Puzzle

#### **PRIOR TO THE WEEKLY MEETING:**

- Post the meeting notice by the timeclock
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (one for each employee)

#### **AT THE SAFETY MEETING:**

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

# WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER  
**HAND TOOLS**

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_

## **WEEKLY SAFETY MEETING**

**All Euramax Subsidiaries**

### **HAND TOOLS**

#### **Leaders Guide**

##### **EURAMAX PROCEDURE REFERENCE:**

K-1.0: Tool Safety Program

##### **MEETING OBJECTIVE:**

There are occasions when your employees are in a hurry to get a job done. Substituting one tool for another – for example, using a screwdriver as a chisel – seems like a harmless way to speed the work along. But most accidents caused by tools stem from just this kind of mistake. The purpose of the meeting is to remind them of the rules for safe tool use and point out that carelessness with tools is dangerous and counterproductive. All too often it leads to unnecessary injuries, lost time, and damage materials and equipment.

##### **MEETING PREPARATION:**

Read the Euramax procedure, understand the contents, and ensure compliance.

One of the best ways to prepare for this meeting is to look at the problem from the specific perspective at your own facility. Review your accident records over the past few years and answer questions like these:

- How many accidents can be linked to hand tools?
- How many accidents at your facility were caused or might have been caused by improper use of these tools?
- Which tools are most frequently involved in accidents?

The answers to these questions will give you a pretty good idea of the magnitude of the tool problem at your facility and point you in the direction you should take to gain control over this important safety problem.

Choose a few tools from your facility that are often incorrectly used. Be prepared to demonstrate the correct way to use them. Locate worn tools at your facility that shouldn't be used and bring them to the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

## WEEKLY SAFETY MEETING

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### HAND TOOLS

#### Leaders Guide

##### MATERIALS CHECKLIST:

- Samples of hand tools often used incorrectly at your facility (screwdriver, pliers, hammer, etc.)
- Samples of worn tools that shouldn't be used
- Flip chart and marking pens

##### MEETING

###### INTRODUCTION

Improper use of tools causes accidents. Most often the reason for accidents is that people use the wrong tool, or use the right tool incorrectly. Experiencing a painful injury, having to go through costly rehabilitation, or losing work time is a high price to pay for not taking the time to select and use the right tool or not making the effort to use it correctly. In this meeting you'll learn why using the right tool is so important and why, if you don't you're just an accident waiting to happen.

Many job injuries are caused by someone using the wrong (or a defective) tool. Too often, these injuries happen because people don't make the effort to get the right tool, so they use something else that's handy. But spending a couple of minutes getting the right tool can save you from being inconvenienced for several days, weeks, or months while recovering from an accident.

##### DISCUSSION GUIDE

**Question:** What are some injuries that can result from using the wrong hand tools?

**Answer:** Puncture wounds – from using a screwdriver as a prying tool.

Cut fingers, tendons, arteries – using a dull knife requires so much force that you can't control it when it slips from the work.

Contusions – using pliers instead of the proper wrench and bruising a knuckle when it slips.

Infections – ignoring a scrape or cut made by a dirty chisel.

**Encourage** discussion about hand tools by talking about what purpose each one serves.

Select the right tool for the job.

## WEEKLY SAFETY MEETING

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### HAND TOOLS

#### Leaders Guide

Keep tools in good condition. (Hold up some worn tools and point to the weak or broken areas. Pass them around).

- Check for dulled edges or mushroomed heads.
- Check wooden handles for splits and splinters, and for firmly seated heads.
- Make sure wrenches and pliers are tight.
- Make sure chisels, saws, and knives are sharp.

Use tools properly. That means use them as they are intended to be used.

- Don't use a box as a ladder.
- Don't use a penknife as a screwdriver.
- Don't use a screwdriver as a chisel.
- Don't use a file instead of a crowbar.

Keep tools in a safe place.

- A toolbox.
- A shadow board.
- The tool room.

**Question:** Who is ultimately responsible for using tools properly?

**Answer:** Employees. Each one must use the right tool for the job, use it correctly, check its condition before using, return it to its right spot, etc.

## **WEEKLY SAFETY MEETING**

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### **HAND TOOLS**

#### **Leaders Guide**

**Question:** How should you carry your tools when climbing a ladder?

**Answer:** Tools should be properly secured in a tool belt. Chisels, screwdrivers, and pointed tools should never be stuck into pockets. Never throw tools. Always hand tools to co-workers and be sure to offer the handle of the tool.

**Review** tool control procedures, including...

- System for checking out and returning tools
- Getting tools repaired or reconditioned
- Tool inspection procedures
- Maintenance procedures: tempering chisels, dressing screwdriver ends, checking hammer handles, etc.

#### **SUMMARY**

Hand tool safety is an important issue. We can prevent a lot of accidents and injuries if we all just follow the simple rules and procedures we've discussed today. By keeping our tools in good condition, using the right tool for the job, and using that tool correctly, you help protect your own safety and the safety of everyone at this facility.

#### **EMPLOYEE HANDOUT**

- A. Employee Handout
- B. Hand Tool Quiz
- C. Hand Tool Puzzles

#### **QUIZ ANSWERS:**

- 1. False
- 2. C
- 3. True
- 4. True
- 5. C
- 6. True
- 7. B
- 8. False
- 9. False

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 All Euramax Subsidiaries

**HAND TOOLS**

**Leaders Guide**

- 10. True
- 11. C
- 12. False
- 13. True
- 14. C

**HAND TOOL PUZZLE ANSWERS:**

M	I	C	R	O	M	E	T	E	R	C	A	L	I	P	E	R
U		U		I		O					U			A		E
S	C	R	O	L	L	W	O	R	K		G	I	M	L	E	T
H		V		S		L					E					A
R		E		T		B		S			R	I	N	G		I
O				B	O	X		O	S	H	A		N	O		N
O	F	F		N		A	X		A						P	I
M				E				T	R	Y		G	R	A	I	N
I			B		G		H		P			A		R		G
N	A	I	L		L	E	A				B	A	S	T	A	R
G			A		U		T	R	I	O					L	E
	D		D	I	E		C			L	E	V	E	L		V
F	A	C	E		G		H	U	R	T		I		E		I
	D			U		E						S		L	A	C
C	O	M	B	I	N	A	T	I	O	N		E				E



## **WEEKLY SAFETY MEETING**

### **All Euramax Subsidiaries**

## **HAND TOOLS**

### **Employee Handout**

Compared to other equipment, using non-powered hand tools might not seem all that hazardous. But the fact is, many workers are seriously injured every year using hand tools as basic as a wrench or a hack saw.

The greatest hazards posed by hand tools result from misuse and improper maintenance. While safe operation rules vary from one kind of hand tool to another, these general safety guidelines apply to just about all of them:

- Wear PPE (personal protective equipment) such as safety goggles, gloves and other gear as required when working with hand tools.
- Always use the right tool for the job.
- Use the tool correctly, the way it was intended. Makeshift tools have caused many injuries.
- Inspect the tool to be sure it is in good repair before using it. Watch for defects like dents, chips, cracks, mushroomed heads on striking tools, worn jaws on tools such as wrenches and pliers, and damaged handles on hammers or screwdrivers.
- When you find a defective tool, report it to your supervisor and remove it from service to be discarded or repaired.
- Take good care of your tools. Keep them clean and put them back where they belong when you have finished using them.
- Extreme heat can damage tools and make them unsafe. Check your tools regularly.
- Cutting tools should be sharp. Dull blades cause many injuries. When you use cutting tools, aim the cut away from your body and from other co-workers.
- Keep tool chests and cabinet drawers closed. This will prevent them from tipping over, and will keep people from bumping into them. Avoid overloading top drawers.
- Do not carry tools - especially sharp ones - in your pockets. Carry them in a tool belt or apron or in a secure tool box. Do not carry tools in your hands when you are climbing a ladder or scaffold. Use a tool belt or basket to hoist the tools up later.
- Do not "toss" tools to others; you might injure somebody or possibly damage the tool.
- Look around you to ensure that the path is clear before swinging a tool such as a sledge hammer.
- Do not use excessive force on tools, and do not use pipe extensions or "cheaters" on tools such as wrenches.
- Work with your wrists, elbows and shoulders in comfortable alignment to prevent repetitive strain injuries. Keep your back in a comfortable, straight position to prevent back injury.
- Never depend on an insulated tool to protect you from electricity. Take all other precautions to prevent electric shock.
- Hand tools can produce sparks which can be a dangerous ignition source around flammable substances. Do not depend only on non-sparking tools to prevent ignition. Take all other precautions as instructed.

These precautions for using non-powered hand tools safely on the job also apply off the job – that includes wearing eye protection any time you use hand tools.



## WEEKLY SAFETY MEETING

All Euramax Subsidiaries

### **HAND TOOLS**

### **Employee Quiz**

Answer the following questions to see what you know about Hand Tools.

1. Screwdrivers come in one-size-fits-all for workers and all tasks.  
True or False
2. How do non-powered hand tools damage your body?
  - a. through improper use
  - b. through repetitive use
  - c. both a and b
3. For a precision task requiring minimal force, use a screwdriver with a handle diameter between  $\frac{1}{4}$  and  $\frac{1}{2}$  inch.  
True or False
4. For a forceful task, use a screwdriver with a handle diameter between  $1 \frac{1}{4}$  and 2 inches.  
True or False
5. For a precision task requiring minimal fore, a double-handled tool should have a span between handles:
  - a. not exceeding three inches when open
  - b. not less than one inch when closed
  - c. both a and b
6. Handle ends that press into the palm of your hand may damage blood vessels and nerves.  
True or False
7. How can you increase the handle diameter of a single-handled tool?
  - a. pull on it
  - b. put a sleeve on it
8. When performing a forceful task with a screwdriver, a pinch grip is best.  
True or False
9. Tools with bent handles are good for tasks that require vertical force.  
True or False
10. A tool with a dull blade is dangerous.  
True or False



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### **HAND TOOLS**

#### **Employee Quiz**

11. Which of the following is not a safe place to carry tools?
  - a. your apron
  - b. your tool belt
  - c. your hands
  - d. your safety tool box
  
12. It is safe to carry a hammer in one hand while climbing a ladder.  
True or False
  
13. Tools used around electrical work should be insulated.  
True or False
  
14. Tossing a hand tool to another worker is dangerous because:
  - a. it could damage the tool
  - b. it could injure the worker
  - c. both of the above



**WEEKLY SAFETY MEETING**  
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**HAND TOOLS**  
**Meeting Sign In Sheet**

LOCATION \_\_\_\_\_

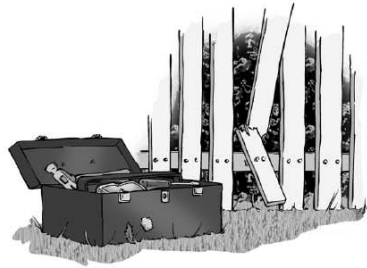
MEETING DATE \_\_\_\_\_ MEETING CONDUCTED BY \_\_\_\_\_

**CONTENTS OF MEETING** \_\_\_\_\_  
 (Attach Handouts, etc.) \_\_\_\_\_

**ATTENDEES:**

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

**WEEKLY SAFETY MEETING**  
 All Euramax Subsidiaries

**HAND TOOLS**  
**Employee Puzzle**

**Tool Safety**

How would we get our jobs done without hand tools and power tools? Useful as they are, they are also involved in many injuries. Give some thought to how to use tools safely as you search for these words.



- |            |            |        |
|------------|------------|--------|
| AIR        | GRINDER    | SECURE |
| CHAINSAW   | HAMMER     | SHOCK  |
| CHISEL     | HAND       | SOLID  |
| CORD       | HANDHELD   | WIRING |
| CUT        | INSPECT    | WRENCH |
| DEFECT     | INSULATION |        |
| DRILL      | JIG        |        |
| ELECTRICAL | LIGHTING   |        |
| EXTENSION  | POWDER     |        |
| EYE        | POWERED    |        |
| FACE       | SAW        |        |
| FINGERS    | SCRAPE     |        |

# WEEKLY SAFETY MEETING

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## HAND TOOLS

### Employee Puzzle

#### CLUES ACROSS

- 1 Complete name for a "mike" (two words)
- 8 Ornamental work cut out with a coping saw or power jig
- 9 Small tool with screw point and cross handle for boring
- 11 Type of knife which attaches to a finger
- 14 Closed end of a wrench
- 15 Law enacted in the 70's
- 16 Answer to question: Is it safe to saw without goggles?
- 17 Position power tools should be in when not being used
- 18 One spelling for a chopping or cutting tool with an edged head fitted parallel to handle
- 20 Type of square used as a guide for marking right angles
- 21 The arrangement of fibers in wood
- 25 A slender pointed and headed metal fastener
- 26 Meadow or field
- 27 Medium coarse file
- 28 Safety shoes, goggles, and gloves are one
- 30 Used in stamping an object
- 31 A device for establishing a horizontal line or plane
- 33 Only part of a hammer that should strike a nail
- 34 How the digit feels when the nail is missed
- 35 Insect excretion used to make lacquer
- 36 Wrench type with box end and open end

- 7 Safety feature required on all pneumatic impact tools to prevent an accidental discharge (two words)
- 10 Safest way to keep a blade
- 12 Before operating a power tool, the guards should be \_\_\_\_ place
- 13 Answer to question: Is it safe to hammer without goggles?
- 19 Lying in the same plane but never meeting
- 21 One of four types of fuel to power tools
- 22 The hazardous part of a knife
- 23 Can get hotter than 300 degrees F (two words)
- 24 A short handled ax
- 27 A metal rod or pen with a head at one end and a screw thread at the other end
- 29 To cut a rectangular groove into a work piece
- 32 Clamp

#### CLUES DOWN

- 1 Term used when chisel heads "spread out"
- 2 When "sharp" the blade used should be narrow
- 3 One way to say whetstone
- 4 Implement container
- 5 A corkscrew-shaped bit with a lead screw on the tip and a tapered square tang on the other end
- 6 Someone who reminds you to put on your hard hat

