

Guidelines – Hand Tools



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SELECT RIGHT TOOL FOR THE JOB	USE THE TOOL PROPERLY / USE OF PPE	QUALITY OF TOOL / UNSAFE TOOL		
<ul style="list-style-type: none"> • Always select right tool for the job. • Supervisors have a responsibility to ensure correct tools are available. • Use tools for their designed purpose only. • Do not modify tools in any way. 	<ul style="list-style-type: none"> • Always use hand tools in accordance with the manufacturer's instructions. • Managers and supervisors must provide training in the use of tools where necessary. • Use appropriate PPE as detailed in manufacturers' instructions. • It is the responsibility of main contractor to provide PPE. 	<ul style="list-style-type: none"> • Ensure that good quality tools are selected, procured & issued to labourers. • Unsafe hand tools should be removed from site. (eg. Mushroom headed chisel) • Broken or damaged tools should be disposed of. • Register to be maintained for issuance of PPE. 		
STORAGE OF TOOLS & MAINTENANCE	POWER OPERATED TOOLS	CARTRIDGE OPERATED TOOLS		
<ul style="list-style-type: none"> • Provide suitable cabinet for storage of tools & identify them. • Return all tools to their proper store after use. • Protect the tools by keeping them away from extreme weather. • Maintain hand tools in good working condition, inspect them regularly for defects. 	<ul style="list-style-type: none"> • Select & use tools operating at 110V where possible. • Ensure that the guards are fitted to all moving parts. • Make employees aware of the hazards & manufacturers operating instructions. • Do not carry tools by holding the electric cables. • Where a specific tool is not available at 110V then 240V must be used only with 30mA RCD. 	<ul style="list-style-type: none"> • No person shall use cartridge operated tools unless he has been trained & is experienced in the operation. • Make employees aware of hazards & manufacturers operating instructions. • Shall be fitted with guards if there is potential hazard of flying pins & splinters. • Main contractor to adopt written procedure to control the issue, use, storage & maintenance of cartridge too 		