

Safe Work Procedure: Using Non-Power Hand Tools

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/custodial	Workplace Safety and Health Committee	Nov.15,2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures - varies with task	Medium
Forceful exertions - pushing, gripping, twisting	Medium
Repetitive movements	Medium
Sharp points/edges - knives, pliers	Medium
Pinch points - in tools or against materials	Medium

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Gloves if using knives • Safety footwear 	<ul style="list-style-type: none"> • Injury prevention orientation • On-the-Job training • Tool manuals/instructions

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

Note: The instructions below are relevant for non-powered hand tools, including (but not limited to) screwdrivers, hammers, hand saws, utility knives, cutters, and pliers.

- Do not use broken tools or tools that have cracks or splits in the handles.
- Only use tools in a manner for which they have been designed.
- Carry sharp tools in their sheath or holster.
- Keep cutting tools sharp so less effort is required for them to be effective.
- When using knives, sheaths or shears:
 - Keep your other hand and other body parts out of the cut line;
 - Ensure that there is a barrier between the tool and your body, or cut in a direction away from your body.

- Try to work in neutral positions as often as possible (wrists and back straight, elbows in).
Reduce how much you twist your back by taking small steps to reposition yourself, and try to avoid overreaching.
- Take micro-breaks or change tasks periodically to reduce repetitive or physically demanding tasks.
- Keep work areas free of loose tools to prevent tripping.
- After use, return the tools to their designated areas.