



Hand tools Checklist

Is safety guaranteed in your company when working with hand tools?

If you properly instruct your personnel while ensuring that all tools are kept in good working order, you will significantly reduce the risk of accidents.

The main risks are injuries due to:

- Poor tool quality
- Incorrect use of tools
- Insufficient checks and poor maintenance

This checklist will help you to get a better grip on these risks.

1. Fill in the check list

If you answer a question with 'no' or 'partially', you need to take action. Make a note of necessary actions to take on the last page. If a question is not applicable to your business, cross it out.

2. Take action

Purchasing

1 Are tools purchased by a competent person in your company? yes
 partially
 no

2 Are ergonomic aspects taken into account when handtools are purchased (e.g. the ergonomic shape of handles)? yes
 partially
 no

Protective equipment

3 Is the necessary protective equipment available (safety goggles, protective shields) if there is a partial risk of chips and splinters flying off (fig. 1)? yes
 partially
 no

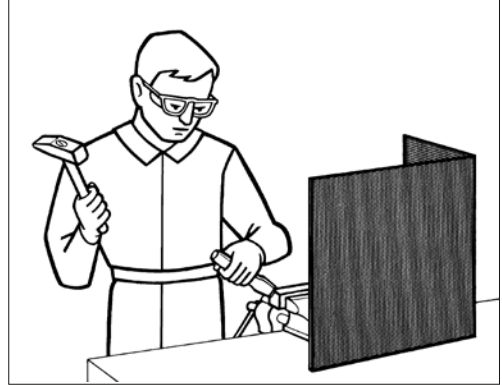
Tools

4 Are the handles/grips of hand tools in good condition? yes
 partially
 no

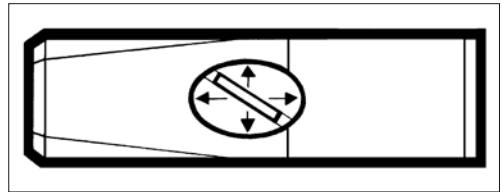
5 Have the handles/grips been properly inserted (figs. 2 & 3)? yes
 partially
 no

6 Are spanners and screwdrivers available in all the required sizes (figs. 4 & 5)? yes
 partially
 no

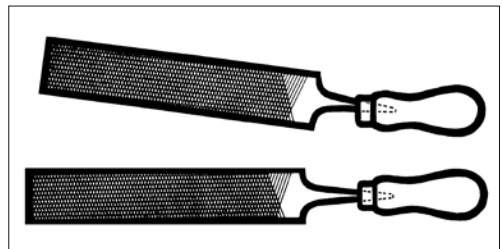
7 Are clamping devices (bench vices) available to hold the workpiece when a hammer is used? yes
 partially
 no



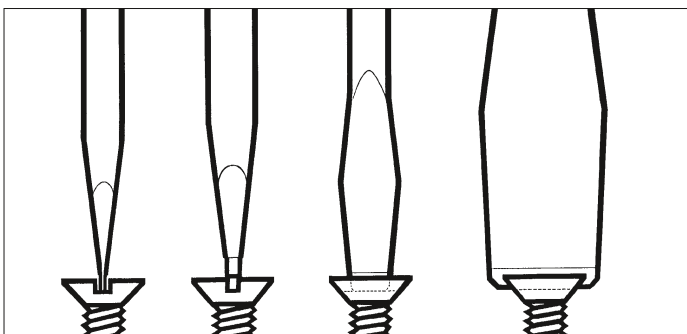
1 Safety goggles and shield (to protect other people).



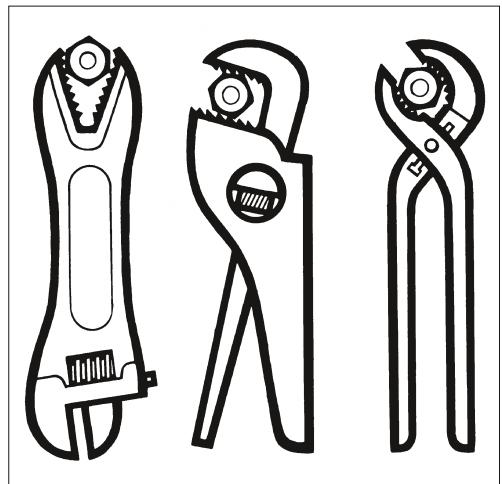
2 Drive the wedge in at an angle to the centre line of the head so that the handle is evenly pressed against the hole.



3 Wrong. The insertion depth of the tang in the handle is insufficient. The tang is also inserted at an angle in the upper picture.



4 Wrong. Screwdriver tip is too thin, too thick, too narrow, too wide.



5 Wrong. Multipurpose tools must not be used to tighten fasteners because they damage bolt heads and nuts.

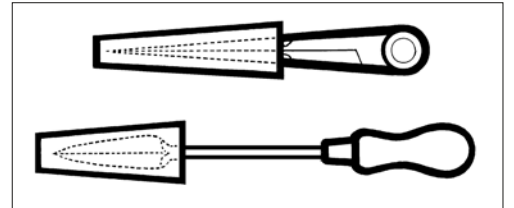
- 8 Have the striking faces/blades of hammers and chisels been ground off (fig. 6)?
- yes
 partially
 no
-
- 9 Are points or cutting edges of tools protected when not in use (fig. 7)?
- yes
 partially
 no
-
- 10 Are cutting tools sharpened at regular intervals?
- yes
 no



6 Ensure that any mushroomed heads are ground off immediately. The head's striking face must be slightly rounded or chamfered.

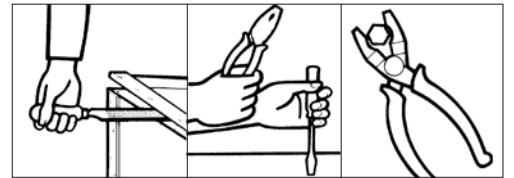
Organisation, training, attitude

- 11 Are hand tools only used for their intended purpose (fig. 8)?
- yes
 partially
 no
-
- 12 Has the personnel been instructed in the use of hand tools and, in particular, the use of special tools?
- Important topics for instruction:
- proper use of tools (fig. 9)
 - use of personal protective equipment
 - proper storage of tools
 - tool maintenance



7 Sharp-edged and pointed hand tools must have protective covers when not in use.

- 13 Are hand tools stored in suitable places (fig. 10)?
- yes
 partially
 no
-
- 14 Are hand tools cleaned regularly?
- yes
 partially
 no



8 Wrong. Misuse of a file and pliers.

- 15 Is the condition of hand tools checked regularly?
- yes
 partially
 no
-
- 16 Is there a systematic approach to ensure that damaged or worn out tools are not used?
- yes
 no
-
- 17 Does management verify that the existing rules are followed?
- This point applies, in particular, to question 12 above.
- yes
 partially
 no



9 Correct chiselling technique: workpiece clamped in bench vice, hammer held correctly, cutting edge visible, safety goggles are being worn.



10 Ideally, each worker is provided with his personal set of hand tools and a dedicated place where they are kept.

Further information

«Handwerkzeuge» (Hand tools) (www.suva.ch/44015.d)

Further risks relating to hand tools may be identified in your company. Please take the necessary actions if that is the case (see overleaf).

Action plan
Hand tools

Checklist completed by: _____

Date: _____ Signature: _____

Rooms/areas inspected: _____

No.	To do	By (date)	Responsible	Done		Notes	Checked	
				Date	Signed		Date	Signed

Follow-up inspection on: _____ (Recommendation: every 6 months)

→ Any questions? Contact us at 058 411 12 12 or kundendienst@suva.ch
 For downloads and orders, visit www.suva.ch/67078.e

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