

## **SAFETY TOOL BOX MEETING**

### **NO. 15 - HAND TOOLS**

1. Always use the correct tool for the job
2. See that every file has a handle
3. Chisels and punches with mushroomed heads should be ground
4. Keep hammer heads tightly wedged on their shafts
5. Renew wooden handles that are split
6. Keep the edges of cutting tools sharp
7. Hands behind the cutting edges when working
8. Don't use screwdrivers on work held in the hand
9. Keep tools in boxes or racks when not in use
10. Protect sharp edges of tools that are to be stored or carried
11. Scrap tools that are worn or damaged beyond repair
12. Use the right size spanner to fit the nut

### **GOOD TOOLS MEAN FASTER AND SAFER WORKING**

I have given the above talk to all men under my control.

Signed:

Company  
Rev 1

Date 24-01-07