



Maintain Hand Tools

TOOL AND EQUIPMENT MAINTENANCE

- ❑ All tools and equipment must be properly maintained so that workers are not endangered.
- ❑ Regulations require inspections of tools, machines and equipment before use.



HAND TOOL MAINTENANCE

A guide to getting the most
out of your hand tools



PREVENTIVE MAINTENANCE

- ❑ is the systematic care and protection of tools, equipment and machines to keep them in a safe, usable condition, limit downtime and extend productivity.
- ❑ We must always be aware that maintenance tasks themselves are potentially hazardous and can result in injury.

The successful maintenance program is:

- ☐ well organized and scheduled
- ☐ controls hazards
- ☐ defines operational procedures
- ☐ trains key personnel

General requirements for tools and equipment maintenance include:

- ☐ Obtaining a copy of the maintenance schedule recommended by the manufacturer
- ☐ Ensuring that maintenance is performed as required
- ☐ Ensuring that the person(s) performing the maintenance are competent (e.g. licensed mechanic)

- ❑ Retaining records of maintenance/service conducted
- ❑ Specifying who is responsible for overseeing equipment maintenance and where the records are kept
- ❑ Set up a system for removal and tagging of damaged or defective tools and equipment

PROPER STORAGE OF TOOLS, PARTS, AND EQUIPMENT

- ❑ To ensure that tools and equipment remain in good condition and last for a long time, store them properly.
- ❑ Properly stored tools and equipment will be easy to find when needed and are less likely to be lost.

PROPER STORAGE OF TOOLS, PARTS, AND EQUIPMENT

Good practices include:

- ❑ Parts should be properly stored and labeled (*Figure 1*).

- ❑ Tools should be properly placed on the board, and labeled (*Figure 2*).

Consider drawing the shapes of the tools on the board so that they always get put back in the same position.

PROPER STORAGE OF TOOLS, PARTS, AND EQUIPMENT

- ❑ Use bins for storing small parts *(Figure 3)*.
- ❑ Consider making an individual (or individuals) responsible for the good maintenance of tools and parts.



Figure 1



Figure 2



Figure 3

Benefits:

- ❑ Tools and parts are kept in good condition and are easy to find
- ❑ Costs are reduced.
- ❑ Productivity is increased because time is not wasted looking for tools, parts and equipment.
- ❑ Workshop staff develop a sense of responsibility and pride in their work.