

# Section 9

## TOOLS

### 9.1 Hand Tools

- (a) Employees shall maintain hand tools in good condition at all times.
- (b) Do not use tool belts and never carry tools in your pockets.
- (c) Never use tools that are worn, cracked or broken.
- (d) Pliers and pipe wrenches shall not be used on nuts and bolts.
- (e) Crescent wrenches shall never be used in place of the proper-type wrench.
- (f) Do not use makeshift tools such as pipe, iron bars or extensions for leverage (cheaters).
- (g) Use the correct size crowbar for each job. Place a block of wood under the head of the crowbar for leverage.
- (h) Never strike hardened steel surfaces with a steel hammer. Use a soft metal hammer or one with a plastic, wooden or rawhide head.
- (i) Cold-chisels, center-punches, etc., shall be dressed to eliminate mushrooming.
- (j) Keep a knife sharp and in a sheath or holder when carrying it on a job. Do not use it for stripping traveling cable; use cable strippers instead. When using a knife, always cut away from your body.
- (k) Avoid placing a tool box where another person may trip over it.
- (l) Split or loose handles in hammers or sledges shall be replaced with new and properly fitted handles before being used. Handles shall never be wired or taped.
- (m) Always keep screwdrivers properly dressed and their handles in good condition.