



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
ARIYALUR  
SAFETY DEPARTMENT MANUAL**

Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	WI-09(PI-14; AM-8)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY PRECAUTIONS ( HAND TOOLS)			

**1.1. INTRODUCTION :**

Hand tools are being used in all the departments of our factory. Accidents involving the unsafe use of hand – tools are common although often the severity of the injury is not great. It usually results in considerable inconvenience and loss of efficiency to the persons. If only this aspect is paid proper heed, loss of valuable man-hours can be saved.

**1.2 RESPONSIBILITIES:**

Section In charge/Engineers/Supervisors are responsible for assuring that their employees are trained in and adhere to safe practices promptly. They are also responsible for periodic inspection of all tools and replacement of worn out and damaged tools. This could be achieved with proper liaison through procedures with the tool crib staff.

**1.3 GENERAL GUIDELINES:**

- 1.3.1 Select the right tool for every job. Don't use a screw driver or a wrench for hammering on jobs and use spanner to tighten or loosen the bolts and nuts.**
- 1.3.2 Always use a tool which is in good condition.**
- 1.3.3 Use a tool in its right way. Don't deviate from the procedure.**
- 1.3.4 Be sure that tools are kept in their proper places and are not placed on passage ways, staircase etc., where they may cause tripping or fall on someone else.**
- 1.3.5 Where there is any risk of an explosive atmosphere being ignited by sparks, any hand tools used there in shall be non sparking type.**
- 1.3.6 Tools should never be thrown – a habit to be stopped. A brittle material may crack or break the habit is dangerous. It should be handed over from one workman to the other. Edged or pointed tools should be carried or handed over with the handle towards the receiver.**
- 1.3.7 Do not carry hand tools in the hip pockets. Always use a kit.**



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
ARIYALUR  
SAFETY DEPARTMENT MANUAL**

Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	WI-09(PI-14; AM-8)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY PRECAUTIONS ( HAND TOOLS)			

**1.3.8 Always secure the tool firmly in structural work or while working on cranes to prevent the tool from falling if it slips suddenly.**

**1.3.9 Ensure that proper storage facilities are provided to keep the tools safety.**

**1.4 PRACTICES AND PROCEDURES: IN THE USE OF SPECIAL TASKS:**

**USAGE OF HACK SAWS:**

**1.4.1.1 Hold the hacksaw correctly.**

**1.4.1.1 Do not bend or twist the blades too much. If blade is bent, the blade may snap suddenly and the hand may strike against the vice or sharp edge of the blade.**

**1.4.1.2.1 While using a new blade in the frame in the middle of the work, never start it in the old cut. Turn the work and saw from the opposite side.**

**1.4.1.2.2 Hold the job securely.**

**1.4.2. USAGE OF COLD CHISELS:**

**1.4.2.1 Always wear safety glasses while chipping with chisels**

**1.4.2.2 Do not use a mushroomed or cracked headed chisels. Grind it before its Piece parts off and fly in great speed while using.**

**1.4.2.3 Do not use a chisel on hardened steel.**

**1.4.2.4 Dull chisels cause accidents. Inspect and sharpen them before using.**

**1.4.2.5 Do not chip in such a way that the chips fly towards you or in the Direction of another person. Take the advice from the supervisor promptly before Using chisels. There may be some other better and safe methods**

**1.4.2.6 Use a sponge around the chisel covering your hand. Even if the hit on chisel slips, your hand can escape from injuries.**



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
ARIYALUR  
SAFETY DEPARTMENT MANUAL**

Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	WI-09(PI-14; AM-8)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY PRECAUTIONS ( HAND TOOLS)			

**1.4.3      USAGE OF FILES:**

- 1.4.3.1      Do not use a file without handle. Inspect the handle to see it is free from Rough or broken edges.**
- 1.4.3.2      Dirty and oily file can cause accidents. Use clean and properly edged file.**
- 1.4.3.3      Do not let the file touch jaws. The jaws are hardened and the file will slip over them.**
- 1.4.3.4      Always use wire brush for cleaning files.**
- 1.4.3.5      Do not use file to hammer the jobs to knock off the fillings. If struck against other metal parts, the file will break and the fragments may cause injuries.**
- 1.4.3.6      Do not use file as a drift pin.**

**1.4.4      USAGE OF PLIERS:**

- 1.4.4.1      Always select a correct type and size of plier for the job. Nose will be cut if you use a Nose Plier on jobs for which it is not meant.**
- 1.4.4.2      Do not hammer on a plier. Doing so may injure you and them too.**
- 1.4.4.3      When applying considerable pressure, keep your fingers sufficiently away from the jaws so that even if the work slips, the hand will not be injured.**
- 1.4.4.4      Pliers are not a substitute for spanners or wrenches. To do so will cause damages to the bolt heads and nuts and also will lead to injuries. Also do not use pliers on machined parts.**
- 1.4.4.5      When cutting wire under tension or spring wire in coils by means of pliers, at least one end of the wire shall be clamped or held down to prevent it from flying after being cut.**



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
ARIYALUR  
SAFETY DEPARTMENT MANUAL**

Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	WI-09(PI-14; AM-8)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY PRECAUTIONS ( HAND TOOLS)			

**SAFE USAGE OF HAMMER:**

- 1.4.5.1** Incidents with hammers are caused by greasy handles or sweaty hands. Keep the handle clean and free from oil or grease and wipe your hands Before using.
- 1.4.5.2** It is not safe to grip the hammer near the head. Always hold it in the end.
- 1.4.5.3** Inspect the hammer before using it to make certain that the handle is not Loose or split.
- 1.4.5.4** Be careful! You are not striking sharp hardened edges with a hard hammer Pieces may break off and fly at great speed, causing a serious injury. Sometimes the tiny chips from the hard face of the hammer will part off.
- 1.4.5.5** Inculcate the habit of hammering precisely on the target.
- 1.4.5.6** Ensure there is none within the range of the swing of the hammer.
- 1.4.5.7** Use gripping devices wherever possible and avoid punching on fingers etc.
- 1.4.6** **HINTS FOR THE USAGE OF WRENCHES.**
- 1.4.6.1** Wrench slips and the bolts fail.
- 1.4.6.2** Whether wrench is small or big, safety rules are the same.
- 1.4.6.3** Check up the wrench before using. Damaged wrench, if used will damage you.
- 1.4.6.4** Place a monkey wrench so that the pull is in the same general direction as that of the jaws.
- 1.4.6.5** Always sharp tools are safer to use than dull ones, inspect scribers, prick punches, dividers, center punches, etc. before using.



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
ARIYALUR  
SAFETY DEPARTMENT MANUAL**

Issue No. 02	Rev. No: 00	Effective Date: 01.11.2019	WI-09(PI-14; AM-8)
Issued By: M.R		Approved By: HOD -SAFETY	
WORK INSTRUICTION FOR SAFETY PRECAUTIONS ( HAND TOOLS)			

**USAGE OF VICE:**

- 1.4.7.1** Do not play with the handle of a bench vice. Fingers may be pinched Between the knob of the handle and the vice screw.
- 1.4.7.2** When using jaw caps made of sheet metal, ensure there are no sharp edges sticking up that will cut fingers. Use a hammer to gently rap them
- 1.4.7.3** Ensure the vice, small or big, is firmly fixed on the work table.

**1.4.8** **USAGE OF SCREW DRIVERS:**

- 1.4.8.1** Do not hold the job on hand while using a screw driver. Never think the hand is substitute for a vice. The blade is bound to slip and puncture the hand.
- 1.4.8.2** Dull edged screw drivers are hazardous. Grind them correctly before using. Never use bent shank screw driver.
- 1.4.8.3** Use only the screw drivers that fit the screw slits firmly.
- 1.4.8.4** Inspect the handle to see that it is free from rough or broken edges.A handle that is split can cause a painful pinch.
- 1.4.8.5** Check up the screw slot before applying screw driver and also if it is free from oil or grease.
- 1.4.8.6** Do not apply more pressure on a short handled screw driver. Screw drivers used for electrical jobs should be properly insulated.