

 MRAT 204	<h2>General Hand Tools</h2>	Applicable to: Hammers, mallets, screwdrivers, scribers, squares, rules, chisels, saws, vices, clamps, bench hooks, wire brushes	See also: 012, 072, 073, 179
Process(es) covered:	The use of general hand tools to carry out practical work in a suitably equipped workshop.		

Control Measures

- Train all users in how to correctly use tools. How to carry them safely (with edges protected or pointed down) and to place them away from the edge of the bench when not being used
- Provide sharp tools, which are less likely to give rise to cuts because less force is needed to use them.
- Routinely check the handles, ferrules, grips or other parts that can become loose in use or in storage.
- Routinely check edges, faces, blades or other contact points, to ensure that they are not worn or damaged.
- Use appropriately sized tools for the activity, avoid using tools which are too large for the task.
- Do not let pupils move heavy or oversized materials, equipment or tools. Adults should take care to avoid manual handling concerns when moving larger items.
- Store all tools safely and securely when not in use. If pupils will access such tool storage, this should be at a height that they can reach safely.
- Equipment that can create large amounts of dust should only be used where the dust can be controlled.

Immediate Remedial Measures:

Severe cuts	Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Leave any embedded large bodies and press round them. Lower the casualty to the floor and raise the wound as high as possible. Protect yourself from contamination by blood.
Impact or crush injury.	Rest the injured part; apply ice to reduce the bruising and pain; Call 111 and seek medical attention.

Storage	Hand tools should be stored at a height appropriate for safe collection by the students. The storage system should be such that it is easy to check that all tools have been returned. In some situations, it might be necessary to lock the cupboard(s) containing hand tools.
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Disposal	
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Risk Assessment

Hazards:

Cuts	Incorrect use, or careless handling of sharp tools can cause cuts.
Impact or crush injury	The use of a hammer or mallet may give rise to an impact injury if used incorrectly. The work may also fly off the bench if it is not held securely. Fingers or other parts can be crushed between tools and vices or benches.

Risks:

Cuts	Serious cuts have resulted from the use of chisels and gouges, particularly when they are knocked off the bench and fall onto a foot, or when excessive force is used on them.
Impact or crush injury	Novices are quite likely to hit their fingers with a hammer or mallet while attempting to use a chisel or gouge but the resulting injury is usually trivial. Injuries from flying workpieces are also usually trivial. Minor crushes may be quite common, resulting in pinches or light bruising, pupils should avoid moving or using heavy tools and equipment

Further Information:

Sharp edged tools should be stored so that the sharp edges are protected

Faces of hammers and mallets should be frequently inspected and discarded if worn. Handles should be secure and any wedges should be kept tight.

Sawing boards, bench hooks, vice jaws and bench tops should be maintained in good condition.

Tools and equipment should not be carried in pockets.