

General Hand Tool Safety

Introduction

Hand tools are used every day on nearly every jobsite. While they may seem simple, improper use can lead to serious injuries. Cuts, bruises, punctures, and eye injuries are common results of misuse. By understanding how to select, use, and maintain hand tools correctly, workers can avoid incidents and keep jobs running smoothly.

Hazards & Controls

Using the wrong tool for the job : Always choose the right tool designed for the task.

Damaged or worn tools : Inspect tools before each use and remove defective ones from service.

Improper technique : Follow manufacturer instructions and training when using tools.

Safety Reminders

Keep tools clean and in good repair.

Never throw tools; always carry and store them properly.

Report and replace damaged tools immediately.

Engagement Questions

What injuries can result from using the wrong tool for the job?

How often should tools be inspected?

Sources and use notice

[CCOHS: General hand tool operation](#)

[OSHA: Hand and power tools](#)

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Meeting Record & Sign-In

General Hand Tool Safety

Company: _____ Date: _____

Jobsite: _____ Presenter: _____

Time / duration: _____ Crew / shift: _____

Site-specific hazards and controls discussed

	Printed name	Signature
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Follow-up action / responsible person / due date

Signatures record participation only. They do not establish competency, certify compliance, or waive rights. Retain completed sheets under company policy. Print additional copies for larger crews.