



Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™.

TOPIC: Hand-Held Tool Safety

Wrenches

- When using an adjustable wrench on a nut, make sure the adjustable jaw faces you before tightening.
- Use socket wrenches for hard-to-reach places to avoid strain.
- To avoid breaking the teeth of a wrench jaw and making it unsafe for future use, never use a pipe wrench on nuts.
- Do not add more leverage by using a wrench handle extension.

Hammers

- Always wear safety glasses to protect against flying objects.
- Use the right hammer for the job; carefully inspect it before use.
- When replacing hammer handles, ensure they fit the hammerhead. After wedging head securely into the handle, make sure handle is free of splinters and cracks.
- Use a soft metal hammer or one with a plastic, wood, or rawhide head when striking steel surfaces; never strike hardened steel surfaces with a steel hammer.

Pliers

- Never substitute pliers for another tool such as a wrench.
- Use insulated handgrips if working with electricity and make sure protective coverings are free from cracks or holes.
- If cutting wire with pliers, make sure wire is secure by using a vise (or your foot if a vise is not available).
- Always use safety glasses.

Other Common Tools

- Use crowbars only for jobs that require prying.
- Clean files with a file card after each use; do not allow file to strike against another piece of metal.
- Keep hand hooks sharp to prevent slipping; store them with the point in cork to reduce the risk of accidents.
- Keep scrapers in sharp condition for best results.

Discussion Date: _____

Employee Participants:

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