

EMPLOYEE TRAINING RECORD

TRAINING TITLE Hand Tool Safety Checklist

KEY TEACHING POINTS

ALWAYS

- Choose the right tool for the job.
- Check that tools are in good condition before use.
- Use tools correctly.
- Position yourself so that a tool that falls or slips won't cause an injury.
- Wear safety goggles to prevent eye injuries.
- Store tools safely, with sharp edges away from people.
- Carry tools in a box, bucket or belt.
- Pass tools to another person handle first.
- Wear safety shoes to protect your feet against dropped tools.
- Cut away from, not toward, your body.
- Keep your wrists straight to prevent injury.
- Use tools with rounded, not pointed, edges and contact points.
- Be sure tool handles are covered in a nonslip semisoft material without grooves.
- Be sure power tools have an automatic shutoff.

NEVER

- Use a tool that is damaged.
- Never wear clothing or jewelry that could get in the way of a tool.
- Never carry tools up ladders - haul them in a container instead.
- Never carry tools with the sharp edges pointed toward your body.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 A screw driver can be used as a chisel.		
2 Hand an awl point first so you can't be accidently punched.		
3 You can carry tools up a ladder if you are only going to be up there a second.		
4 Safety goggles only fog up and don't protect you.		
5 Hold tools any way you want because it doesn't matter.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. False 2. False 3. False 4. False 5. False