

SAFE WORK PRACTICES

HAMMERS & WRENCHES *Page 1 of 2*

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

Wrenches: Wrenches are made in various shapes and sizes and for many uses. Use the correct wrench for the job.

1. Wear safety glasses or a face shield when there is a possibility of eye injury.
2. Grip the wrench so that you will not endanger yourself in case it slips.
3. Use the correct jaw to avoid slippage.
4. Face an adjustable wrench forward. Turn the wrench so pressure is against the permanent jaw.
5. Adjust your stance and pull on the wrench, don't push, when applying excess force.
6. Stand aside when work is done with wrenches overhead.
7. Maintain all leverage tools and keep at the correct adjustment during use.
8. Clean and place tools and wrenches in a tool box or tool belt after use.
9. **DON'T:**
 - use pipe wrenches on nuts or bolts;
 - use a wrench on moving machinery;
 - interchange tools – never use pliers instead of a wrench, or a wrench as a hammer;
 - use a make-shift wrench;
 - use worn adjustable wrenches – inspect the knurl, jaw and pin for wear;
 - insert a shim in a wrench for better fit;
 - increase the leverage by adding sleeved additions to increase tool length.

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Hammers: Hammers and other striking tools are widely used and often abused. Hammers are made for specific purposes in various types and sizes, with striking surfaces of varying hardness.

1. Wear safety glasses or a face shield when there is a possibility of eye injury.
2. Select hammers according to their intended use. Misuse can cause the striking face to chip, possibly causing serious injury.
3. Choose a hammer with striking face diameter approximately 2.54 cm (1 in) larger than the face of the tool being struck.
4. Strike a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes.
5. Look behind and above before swinging hammer.
6. Watch the object you are hitting.
7. Hold the hammer with your wrist straight and your hand tightly wrapped around the handle.
8. **DON'T**
 - use a hammer with a loose or damaged handle;
 - use rough handles that are cracked, broken, splintered, sharp-edged or loose;
 - use any hammer head with dents, cracks, chips, mushrooming or excessive wear;
 - redress, grind, weld or reheat/treat a hammer head;
 - strike with the side or cheek of the hammer;
 - use one hammer to strike another hammer.

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SCREWDRIVERS (HT02) *Page 2 of 2*

- **DON'T** lean or push on a screwdriver with any more force than necessary to keep contact with the screw. A screw properly piloted and fitted will draw itself into the proper position when turned. Keep the shank directly over the screw being driven in.
- **DON'T** hold the stock in one hand while using the screwdriver with the other. If the screwdriver slips out of the slot you may cut your hand.
- **DON'T** hammer screws which cannot be turned.
- **DON'T** grind the tip to fit all sizes of screw heads.
- **DON'T** use a defective screwdriver (rounded edges or tips, split or broken handle).
- **DON'T** use a screwdriver for prying, punching, chiseling, scoring, scraping or stirring paint.
- **DON'T** use pliers on the handle of a screwdriver for extra turning power. A wrench should only be used on the square screwdriver shank designed for the purpose.
- **DON'T** expose a screwdriver blade to excessive heat.
- **DON'T** use a screwdriver to check if an electrical circuit is live.
- **DON'T** carry screwdrivers in your pockets.