

## Hand tools



**Hand tools must be maintained in good condition and used properly for the purpose for which they were designed.**



Handles must always be securely fixed, e.g. chisels, files, hammers and planes.

- Wedges in hammer must be kept tight.



Sharp tools should be carried carefully and moved about as little as possible.



Edge tools, e.g. chisels, planes, etc. must be kept in good condition

- This includes frequent grinding, hardening and tempering.



Tools should be stored at appropriate height levels.

- Sharp-edged tools should be kept in racks when not in use.

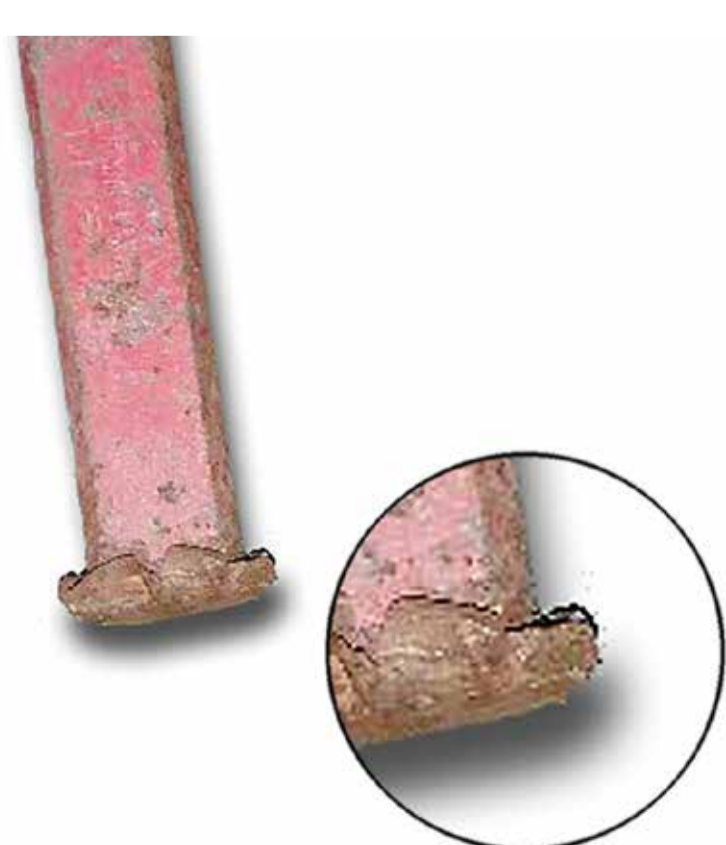


Faces of hammer heads must be kept sound and in good shape.



Metal bars or other materials being worked on by hand should not be held in the vice or on the bench in such a way that they project into a pathway.

- Nor should tools be left projecting from a bench.



Mushrooming on the struck ends of metal working chisels must be removed regularly and not allowed to develop further.



Appropriate protective clothing should be used during hazardous operations. E.g. goggles (safety glasses) should be worn during chipping operations.



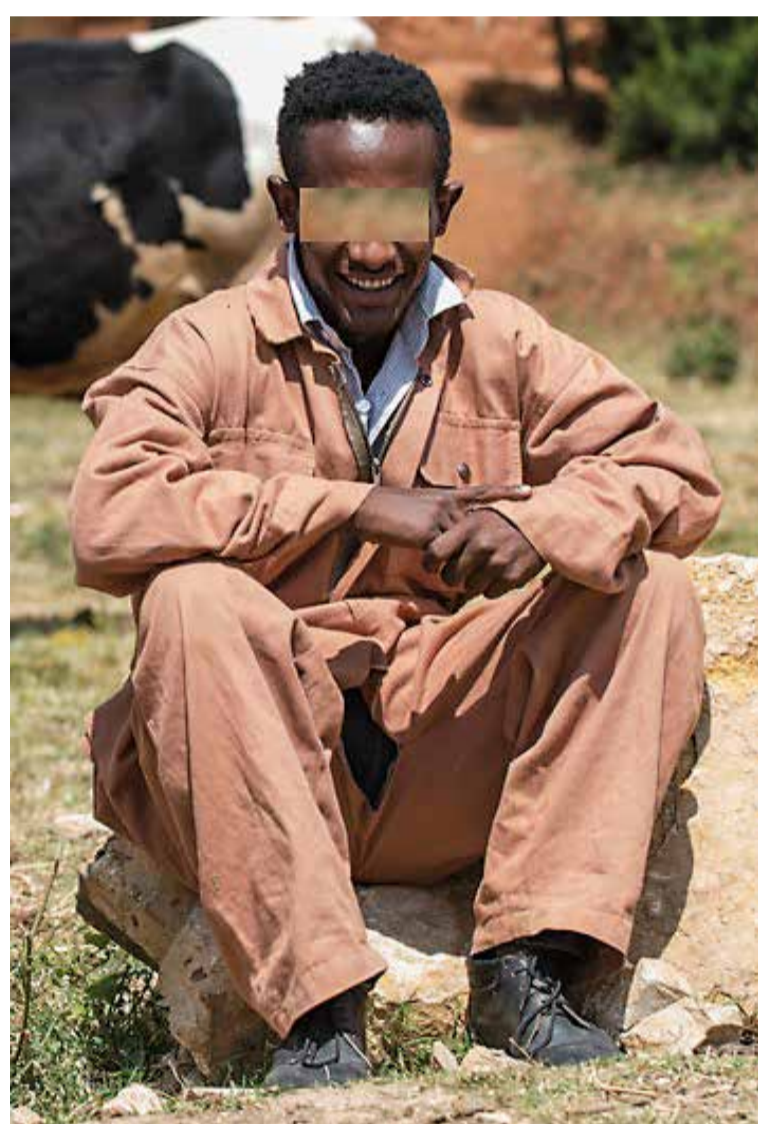


## Machine Tools



There is a need for a high level of awareness when using machine tools and for the exercise of great care because of the danger of injury. Machine tools should be used in accordance with the manufacturers' instructions and only for the purposes for which they were designed.

### Certain general rules apply to all machine tools:



Loose clothing that could become entangled with equipment must never be worn.



Never reach or climb over machinery.



Before starting, ensure that no one can be injured by the machine when it does start.



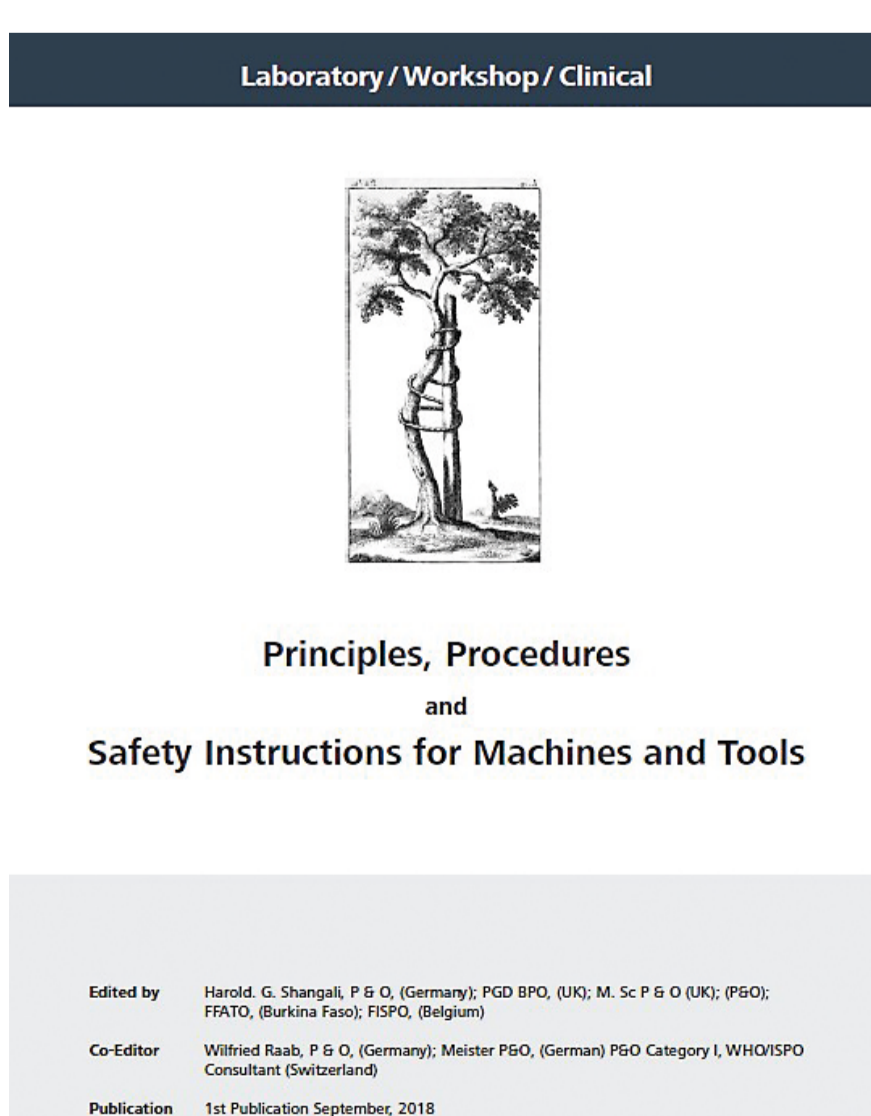
Learn how to stop any machine that you may work on. Keep the floor area around a machine clear and free from obstruction.



Never use your hands to slow down or stop a machine or shift a driving part whilst in motion.



Never clean or adjust machinery in motion. You should never operate any machine unless authorized to do so.



Some machine tools require specific safety precautions. These will be found in this manual adjacent to the description of the machine to which they refer.



Again, appropriate protective clothing, such as goggles or facemasks, should be worn when operating machines that do not have an integral eye-guard, when grinding plastic materials.