Name: _____ Grade & Section:_____

Safety Procedure

In many types of work, hand tools are used every day. They make work easier and allow people to be more efficient. However, many students often fail to see the hazards these tools can present. In this module "Hand Tool Safety" shows workers how accidents can be significantly reduced and reviews the various hazards that are associated with specific types of tools.

Direction: Drag and drop, Choose the answer from the box.

TOOLS	UNSAFE EXPERIENCE	DO'S &DON'TS IN USING TOOLS
AC power cord		
Wrist strap electrostatic		
Cable Tester of LAN Tester		
Crimping tool		

Inaccurate reading of wire	Grounding	Discharge (ESD)	Rust and deformation
Wear a wrist strap when handling a printed circuit boards.		Put an oil once in a while to increase lubrication and ease of use.	
Unplug the AC cord from the EC wall socket before working on the power supply.		Do not drop the tool on the floor and replace defective batteries.	

Do's and Don'ts in Using Hand Tools

Pliers:

-
-
-
-
-

Screwdrivers:

-
-
-
-
-

Wire Cutters/ Crimping tool:

-
-
-

LIVEWORKSHEETS

Cut hardened wire only with pliers designed for that purpose.

Never use pliers as a hammer on the handle. Such abuse is likely to result in cracks

Throw away screwdrivers with broken or worn handles.

Never use screwdrivers as a pry bar, chisel, and punch stirrer or scraper.

Do not substitute pliers for a wrench when turning bolts and nuts. Pliers cannot grip these items properly and will slip.

Always use screwdriver tip that properly fits the slot of the screw.

Do not increase the handle length of pliers to gain more leverage. Use a larger pair of pliers or bolt cutters.

Never use pliers on a screwdriver for extra leverage. Only use wrench or screwdrivers specifically designed to accept them.

Use magnetic or screw-holding screwdrivers to start fasteners in tight areas.

Always cut a right angle. Never rock from side to side or bend wire back and forth against the cutting edges.

Never drop the crimping tool on the floor or use as an alternative for hammer.

Always use a sharp blade. Dull blades require more force and thus are more likely to slip. Replace the blade when it starts to "tear" instead of cut.

Never leave a wire cutters unattended with the blade exposed. Consider placing the tool in a storage or in tool cabinet.

Proper Use, Maintenance and Storage Tools

The use of safety hand tools should be a key component of most industrial safety programs. An understanding of the hand tool's intended use and environment, combined with proper tool selection, maintenance and storage, will greatly reduce the risk of harmful accidents.

Observe the following common-sense guidelines for Tool Use, Maintenance and Storage:

- Keep hand tools clean and free from ferrous or other contaminants.
- Use hand tools in direct contact with acetylene, due to the possible formation of explosive acetyl ides, especially in the presence of moisture.
- Never use pliers as a hammer on the handle. Such abuse is likely to result in cracks or breaks.
- Use screwdrivers with broken or worn-out handles. Screwdrivers of these kinds shouldn't have tags to indicate that it is defective.
- Do not use hand tools fitted with wooden handles in places where the handles may dry out and shrink. This will increase the risk of the handle breaking or the head becoming loose.

LIVEWORKSHEETS