







EHS Guidance Notes



GN # 10 – Hand Tools

Environment, Health and Safety
Ports, Customs & Free Zone Corporation

		
<p align="center">SELECT RIGHT TOOL FOR THE JOB</p> <ul style="list-style-type: none"> Always select right tool for the job. Supervisors have a responsibility to ensure correct tools are available. Use tools for their designed purpose only. Do not modify tools in any way. 	<p align="center">USE THE TOOL CORRECTLY / USE OF PPE</p> <ul style="list-style-type: none"> Always use hand tools in accordance with the manufacturer's instructions. Managers and supervisors must provide training in the use of tools where necessary. Use appropriate PPE as detailed in manufacturers' instructions. It is the responsibility of main contractor to provide PPE. 	<p align="center">QUALITY OF TOOL / UNSAFE TOOL</p> <ul style="list-style-type: none"> Ensure that good quality tools are selected, procured & issued to labourers. Unsafe hand tools should be removed from site. (eg. Mushroom headed chisel) Broken or damaged tools should be disposed of. Register to be maintained for issuance of PPE.
		
<p align="center">STORAGE OF TOOLS & MAINTENANCE</p> <ul style="list-style-type: none"> Provide suitable cabinet for storage of tools & identify them. Return all tools to their proper store after use. Protect the tools by keeping them away from extreme weather. Maintain hand tools in good working condition, inspect them regularly for defects. 	<p align="center">POWER OPERATED TOOLS</p> <ul style="list-style-type: none"> Select & use tools operating at 110V where possible. Ensure that the guards are fitted to all moving parts. Make employees aware of the hazards & manufacturers operating instructions. Do not carry tools by holding the electric cables. Where a specific tool is not available at 110V then 240V must be used only with 30mA RCD. 	<p align="center">CARTRIDGE OPERATED TOOLS</p> <ul style="list-style-type: none"> No person shall use cartridge operated tools unless he has been trained & is experienced in the operation. Make employees aware of hazards & manufacturers operating instructions. Shall be fitted with guards if there is potential hazard of flying pins & splinters. Main contractor to adopt written procedure to control the issue, use, storage & maintenance of cartridge tools.