Basic Rules for Hand Tools

At work or at home, the rules for hand tools are the same...

**ALWAYS...**

- Know the purpose of each tool, and use it only for that purpose.
- Use the right size tool for the job.
- When working on ladders or scaffolding, make sure tools are secure. A falling tool is a dangerous object.
- When carrying tools, point cutting edges toward the ground.
- Wear appropriate personal protective equipment when working with tools.
- Inspect tools before each use and replace or repair if worn or damaged.
- Clean tools after every use.
- To prevent rust, lightly oil metal tools and store them in a clean, dry place.
- Keep cutting edges sharp.

**NEVER...**

- Never use any tool unless you are trained to do so.
- Never test a cutting edge with your fingers - use scrap material instead.
- Never put sharp or pointed tools in your pockets.