

# TOOLBOX TALKS

## HAND-HELD TOOL SAFETY

Toolbox Talks are designed to promote safety discussions and best practices on the jobsite. To see more Toolbox Talks, please visit [cat.com/toolboxtalks](http://cat.com/toolboxtalks).

### WRENCHES

- When using an adjustable wrench on a nut, make sure the adjustable jaw faces you before tightening
- Use socket wrenches for hard-to-reach places to avoid strain
- To avoid breaking the teeth of a wrench jaw and making it unsafe for future use, never use a pipe wrench on nuts
- Do not add more leverage by using a wrench handle extension

### HAMMERS

- Always wear safety glasses to protect against flying objects
- Use the right hammer for the job; carefully inspect it before use
- When replacing hammer handles, ensure they fit the hammerhead. After wedging head securely into the handle, make sure handle is free of splinters and cracks
- Use a soft metal hammer or one with a plastic, wood or rawhide head when striking steel surfaces; never strike hardened steel surfaces with a steel hammer

### PLIERS

- Never substitute pliers for another tool such as a wrench
- Use insulated handgrips if working with electricity and make sure protective coverings are free from cracks or holes
- If cutting wire with pliers, make sure wire is secure by using a vise (or your foot if a vise is not available)
- Always use safety glasses

### OTHER COMMON TOOLS

- Use crowbars only for jobs that require prying
- Clean files with a file card after each use; do not allow file to strike against another piece of metal
- Keep hand hooks sharp to prevent slipping; store them with the point in cork to reduce the risk of accidents
- Keep scrapers in sharp condition for best results

Discussion Date:

Employee Participants:

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There are a lot of moving parts on the jobsite. To find a safety topic relevant to your operation, please visit [cat.com/toolboxtalks](http://cat.com/toolboxtalks).