

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see
 it
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER HAND TOOLS

SHIFT:			
TIME:			
DATE:			
PLACE:			



Leaders Guide

PROCEDURE REFERENCE:

1.0 PERSONAL PROTECTIVE EQUIPMENT

MEETING OBJECTIVE:

There are occasions when your employees are in a hurry to get a job done. Substituting one tool for another – for example, using a screwdriver as a chisel – seems like a harmless way to speed the work along. But most accidents caused by tools stem from just this kind of mistake. The purpose of the meeting is to remind them of the rules for safe tool use and point out that carelessness with tools is dangerous and counterproductive. All too often it leads to unnecessary injuries, lost time, and damage materials and equipment.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

One of the best ways to prepare for this meeting is to look at the problem from the specific perspective at your own facility. Review your accident records over the past few years and answer questions like these:

- How many accidents can be linked to hand tools?
- How many accidents at your facility were caused or might have been caused by improper use of these tools?
- Which tools are most frequently involved in accidents?

The answers to these questions will give you a pretty good idea of the magnitude of the tool problem at your facility and point you in the direction you should take to gain control over this important safety problem.

Choose a few tools from your facility that are often incorrectly used. Be prepared to demonstrate the correct way to use them. Locate worn tools at your facility that shouldn't be used and bring them to the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.



Leaders Guide

MATERIALS CHECKLIST:

- Samples of hand tools often used incorrectly at your facility (screwdriver, pliers, hammer, etc.)
- Samples of worn tools that shouldn't be used
- Flip chart and marking pens

MEETING

INTRODUCTION

Improper use of tools causes accidents. Most often the reason for accidents is that people use the wrong tool or use the right tool incorrectly. Experiencing a painful injury, having to go through costly rehabilitation, or losing work time is a high price to pay for not taking the time to select and use the right tool or not making the effort to use it correctly. In this meeting you'll learn why using the right tool is so important and why, if you don't, you're just an accident waiting to happen.

Many job injuries are caused by someone using the wrong (or a defective) tool. Too often, these injuries happen because people don't make the effort to get the right tool, so they use something else that's handy. But spending a couple of minutes getting the right tool can save you from being inconvenient for several days, weeks, or months while recovering from an accident.

DISCUSSION GUIDE

Question: What are some injuries that can result from using the wrong hand tools?

Answer: Puncture wounds – from using a screwdriver as a prying tool.

Cut fingers, tendons, arteries – using a dull knife requires so much force that you can't control it when it slips from the work.

Contusions – using pliers instead of the proper wrench and bruising a knuckle when it slips.

Infections – ignoring a scrape or cut made by a dirty chisel.

Encourage discussion about hand tools by talking about what purpose each one serves.



Leaders Guide

Keep tools in good condition. (Hold up some worn tools and point to the weak or broken areas. Pass them around).

- Check for dulled edges or mushroomed heads.
- Check wooden handles for splits and splinters, and for firmly seated heads.
- Make sure wrenches and pliers are tight.
- Make sure chisels, saws, and knives are sharp.

Use tools properly. That means use them as they are intended to be used.

- Don't use a box as a ladder.
- Don't use a penknife as a screwdriver.
- Don't use a screwdriver as a chisel.
- Don't use a file instead of a crowbar.

Keep tools in a safe place.

- A toolbox.
- A shadow board.
- The tool room.

Question: Who is ultimately responsible for using tools properly?

Answer: Employees. Each one must use the right tool for the job, use it correctly,

check its condition before using, return it to its right spot, etc.



Leaders Guide

Question: How should you carry your tools when climbing a ladder?

Answer: Tools should be properly secured in a tool belt. Chisels, screwdrivers, and

pointed tools should never be stuck into pockets. Never throw tools. Always hand tools to co-workers and be sure to offer the handle of the

tool.

Review tool control procedures, including...

System for checking out and returning tools

- Getting tools repaired or reconditioned
- Tool inspection procedures
- Maintenance procedures: tempering chisels, dressing screwdriver ends, checking hammer handles, etc.

SUMMARY

Hand tools safety is an important issue. We can prevent a lot of accidents and injuries if we all just follow the simple rules and procedures we've discussed today. By keeping our tools in good condition, using the right tool for the job, and using that tool correctly, you help protect your own safety and the safety of everyone at this facility.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



Compared to other equipment, using non-powered hand tools might not seem all that hazardous. But the fact is, many workers are seriously injured every year using hand tools as basic as a wrench or a hack saw. The greatest hazards posed by hand tools result from misuse and improper maintenance. While safe operation rules vary from one kind of hand tool to another, these general safety guidelines apply to just about all of them:

- Wear PPE (personal protective equipment) such as safety goggles, gloves and other gear as required when working with hand tools.
- Always use the right tool for the job.
- Use the tool correctly, the way it was intended. Makeshift tools have caused many injuries.
- Inspect the tool to be sure it is in good repair before using it. Watch for defects like dents, chips, cracks, mushroomed heads on striking tools, worn jaws on tools such as wrenches and pliers, and damaged handles on hammers or screwdrivers.
- When you find a defective tool, report it to your supervisor and remove it from service to be discarded or repaired.
- Take good care of your tools. Keep them clean and put them back where they belong when you have finished using them.
- Extreme heat can damage tools and make them unsafe. Check your tools regularly.
- Cutting tools should be sharp. Dull blades cause many injuries. When you use cutting tools, aim the cut away from your body and from other co-workers.
- Do not carry tools especially sharp ones in your pockets. Carry them in a tool belt or apron or in a secure toolbox. Do not carry tools in your hands when you are climbing a ladder or scaffold. Use a tool belt or basket to hoist the tools up later.
- Do not "toss" tools to others; you might injure somebody or possibly damage the tool.
- Do not use excessive force on tools, and do not use pipe extensions or "cheaters" on tools such as wrenches.
- Work with your wrists, elbows and shoulders in comfortable alignment to prevent repetitive strain injuries. Keep your back in a comfortable, straight position to prevent back injury.
- Hand tools can produce sparks which can be a dangerous ignition source around flammable substances. Do not depend only on non-sparking tools to prevent ignition. Take all other precautions as instructed.

These precautions for using non-powered hand tools safely on the job also apply off the job – that includes wearing eye protection any time you use hand tools.

HAND TOOLS Meeting Sign-In Sheet

MEETING DATE:		LOCATION:			
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video	
			☐ Other	☐ Guest Speaker	
MEETING CONDUCTED BY:				Орсино	
GUEST SPEAKER (if applicable):				
ATTENDEES:					
NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	TURE	
1		16			
2					
3					
4					
5					
6					
7					
8		23			
9					
10					
11					
12					
13					
14					
15		20			

Employee Quiz

Answer the following questions to see what you know about Hand Tools.

1. Screwdrivers come in one-size-fits-all for workers and all tasks.

True or False

- 2. How do non-powered hand tools damage your body?
 - a. through improper use
 - b. through repetitive use
 - c. both a and b
- 3. For a precision task requiring minimal force, use a screwdriver with a handle diameter between $\frac{1}{4}$ and $\frac{1}{2}$ inch.

True or False

4. For a forceful task, use a screwdriver with a handle diameter between 1 ¼ and 2 inches.

True or False

- 5. For a precision task requiring minimal fore, a double-handled tool should have a span between handles:
 - a. not exceeding three inches when open
 - b. not less than one inch when closed
 - c. both a and b
- 6. Handle ends that press into the palm of your hand may damage blood vessels and nerves.

True or False

- 7. How can you increase the handle diameter of a single-handled tool?
 - a. pull on it
 - b. put a sleeve on it
- 8. When performing a forceful task with a screwdriver, a pinch grip is best.

True or False

9. Tools with bent handles are good for tasks that require vertical force.

True or False

10. A tool with a dull blade is dangerous.

True or False



HAND TOOLS Employee Quiz

- 11. Which of the following is not a safe place to carry tools?
 - a. your apron
 - b. your tool belt
 - c. your hands
 - d. your safety tool box
- 12. It is safe to carry a hammer in one hand while climbing a ladder.

True or False

13. Tools used around electrical work should be insulated.

True or False

- 14. Tossing a hand tool to another worker is dangerous because:
 - a. it could damage the tool
 - b. it could injure the worker
 - c. both a and b



Employee Puzzle

X U J Y W D D A D H M H N X Q L P A Q E X T E N S I O N K F S I O X O F H L R Z X T G V D S N P W S M T P H Y M I A Z V E X M F E Q U A Z L Q O O J I L V W E O R U G S H O C K U O E N S X I Q E P A Q W I E S Q C L W Z U G C D A W W X I Z R T J I Q C J O H P X E V T D R R D R C C X D B A H A M M E R I R I G O U V C O I B S W M L C I N W R E N C H W N A R Y Y A L G V D Z V N Y Z C S F I J L L Q G U U W M H U E T A K Q N Y H I T L J W J M B M O W N

ELECTRICAL EXTENSION CHAINSAW

POWERED HAMMER WIRING

WRENCH SHOCK DRILL

CORD



Employee Quiz Answers

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Employee Puzzle Answers



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