



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:06

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 06

SAFE USE OF HAND TOOLS

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Purpose	To avoid any damage / injury to personnel during use of hand tools	Scope	ISG
Responsibility	Concerned HODs / Head/SOX		
Performance criteria	decreasing number of such incidents/ accidents		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	Insulated rubber gloves		Appropriate insulated rubber footwear		Face shield for High Voltage jobs
	Hearing and eye protection must be worn		Good safety helmet secured with chin strap		

Procedures and Controls

S. No.	Activity	Responsibility
1.	Common causes of accidents due to Hand tools are : ○ Wrong tool for job ○ Fall of tool not stored properly ○ Wrong size of tool ○ Wrong method of handling/ carrying ○ Poorly maintained tool ○ Unauthorized modification of tool ○ Defect in tool	---
2.	Important preventive measures are : ✓ Use the right tool ✓ Use a tool in good condition ✓ Use the tool in right way ✓ Keep tools in a safe place ✓ Use appropriate PPE ✓ Carry tools in tool box/bag	---
3.	Safe work practices for commonly used hand tools :	Supervisor
3.1	Screw Driver : ○ Never use a screw driver as a chisel, punch or wedge ○ Never pry with a screw driver ○ Do not carry the screw drivers in pockets ○ Never hold a job in your hand ○ Screw driver tip should match with the design and size of the slot ○ A damaged tip should be dressed ○ For electrical work, use screw driver with insulated handles.	Supervisor
3.2	Hammer : ✓ Use a soft faced hammer to strike hardened steel surface ✓ Use a heavy hammer for heavy jobs ✓ Replace the loose wedge with a good steel or wooden one, never	Supervisor



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	- use a nail ✓ Replace the hammer if the face is damaged or has grown brittle ✓ If the handle is greasy, clean it before using the hammer Always replaced cracked, splintered or broken handle, never repair them - Keep your eyes on the spot you are hitting ✓ Use pliers to hold the work. Keep your hand out of the way	
3.3	Chisel : [Steel wedges, Punches and similar tools] ✓ Do not use mushroomed chisel ✓ Dress the head whenever signs of cracking or spreading appears ✓ A chisel only large enough for one job should be selected so that the blade is used rather than only one point or corner ✓ Keep the cutting edge sharp and ground at right angle. A sharp edge takes a good bite and does not slip easily. With a dull-edged chisel you have to strike harder and there is more chance that the hammer may miss and hit your hand.	Supervisor
3.4	Spanner / Wrench : ✓ Use wrench of right size. ✓ Do not use worn wrench ✓ Always get the jaws squarely on the nut ✓ To prevent adjustable wrench from slipping, set the jaw up tight. Pull towards the movable jaw. ✓ Use a pipe wrench to remove worn nut ✓ Always hold something solid with one hand and keep the wrench under control. ✓ Never slip a pipe over a wrench to get more leverage. Get a bigger wrench. ✓ Never use a wrench around a moving machinery.	Supervisor
3.5	Knife : ✓ Use sharp knife-occasionally, touch it up with whet stone ✓ Cut away from yourself - never towards any part of your body. ✓ When the job is over, put the knife in sheath ✓ If you are setting the knife down for only a moment, put it where it won't be in the way and don't leave it where it might fall.	Supervisor
3.6	File : ✓ Do not use a file without a handle ✓ Do not use files as punches or drifts ✓ It is dangerous to pry with a file. Files are brittle and break easily. When they do, pieces fly around. ✓ When a file gets clogged with metal it may slip. Keep it sharp, tap it on edge once in a while to knock off the filings. When that does not help, clean it with file card. ✓ Files must not be twisted in slotted work	Supervisor
3.7	Pliers : ✓ Do not use pliers as a substitute for wrenches ✓ Be certain that pliers use for electrical work are insulated	Supervisor
3.8	Hand Grinding & Cutting Tools: ✓ Use tools which are suitable for the job, high quality & well maintained	Supervisor/ Engineer



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	✓ Ensure that operator is positioned comfortably while use ✓ Ensure that protective guards are available on the tool ✓ Never remove the protective guards in any case. In case of hard reach, change the tool discuss alternate arrangements	
4.	Use non-sparking tools in fire prone areas.	Supervisor

Site Safety department to identify all possible Hazard Areas related to operation of hand tools and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)