

Job Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## *Topic 145: Safe Use of Hammers*

**Introduction:** The greatest hazards posed by hammers are do to misuse and improper maintenance. Your employer is responsible for the safe condition of the tools and equipment you use, but you have the responsibility to use and maintain hammers and tools properly and inform your employer if hammers are defective. Other safety tips to keep in mind and follow for hammers and hand tools are:

**General safety guidelines:**

- **If a wooden handle** on a tool such as a hammer or an axe is loose, splintered, or cracked; the head may fly off and strike you or another worker. Ensure the handle fits securely and replace defective equipment.
- **When using a hammer** or other tool which requires a swinging motion, ensure proper clearance from fellow workers.
- **Maintain your hammers** by proper maintenance and storage:
  - ★ Use tool boxes or tool chests to keep hammers and tools organized.
  - ★ Hang larger tools on pegboards and never leave hammers or tools strewn about your work area.
- **Replace broken equipment** immediately. Make repairs only if you are qualified.
- **Keep your work** area clean and free from debris.
- **Use hammers or mallets** with electronically insulated handles for work on or around exposed energized parts. The hammer should feel balanced and under control as you grip the handle.
- **A misplaced hammer** strike can break a bone in your hand, wrist, fingers or cause minor scrapes, cuts, and bruising.
- **Serious eye injuries** can result while chiseling or if material shatters while using a hammer or mallet. Wear proper eye protection.
- **When pulling nails** or prying material apart, make sure the claw of the hammer is in the proper position and the right leverage is applied.
- **Never use anything** other than a hammer to drive nails into material (i.e.... rock, brick, back of a tool).
- **Avoid handles with sharp** edges which can cut off circulation to your finger during long periods of use. Handles should be shaped to fit your hand comfortably.
- **Hammers with cushioned** handles help absorb vibration, impacts, or squeezing pressure.
- **Never use hammers** that are too heavy or large for you to comfortable control. Always make sure you use the proper weighted hammer for the job.
- **Make sure that you** have secure footing and good balance while using a hammer. Use a vise, clamps, or other means to secure the piece you are striking.
- **Make sure you** examine each hammer and tool before using.
- **Floors should be kept clean** and dry to prevent accidental slips with or around dangerous tools.
- **When hammering you** want to easily reach your work without straining muscles, applying force in awkward positions, bending, twisting, or overextending your reach.
- **While working on a ladder**, never hammer by extending your torso outside the side rails of the ladder.



**Conclusion:** Hammers and tools work best and are safest when you can easily hold the tool. Injuries happen when hammers or tools slip. These general safety guidelines apply to all hand tools and operations.

### *Work Site Review*

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

**Employee Signatures:** \_\_\_\_\_  
*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cherry Hill Glass Foreman/Supervisor's Signature:** \_\_\_\_\_

*These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*