ment, such as goggles, can be recommended and issued when the tool is issued.

Centralized control facilitates the keeping of effective records on tool failure and other accident causes and helps locate unsafe conditions and unsafe acts Central storage facilities also assure more positive control than does scattered storage. Tools are exposed to less damage and deterioration and are less likely to fall or create other hazards

The tool room attendant can help promote safety by recommending or issuing the right type of tool, by encouraging employees to turn in defective or worn tools, and by encouraging the safe use of tools

A procedure should be set up so that the tool supply room attendant can send tools in need of repair to a department thoroughly familiar with methods of reconditioning

Some companies issue to each employee a set of numbered checks at the time of employment These are exchanged for tools from the tool supply room By this system the attendant knows where each tool is and can call it in for inspection at regular intervals

In those companies with jobs at several locations, it is not always practicable to maintain a tool supply room In such cases, the foremen should inspect all tools frequently and take out of service those found to be defective Many companies have the foremen check all tools each week A checklist for hand tools considered most hazardous can be helpful in systematizing inspection

Some workmen prefer to use their own tools even though tools are furnished by the company In this case, foremen should examine the tools frequently to prevent use of unsafe ones If privately owned tools are found to be defective, foremen should insist that they be replaced or that company-owned tools be used instead

Carrying tools

The workman should never carry tools which in any way might interfere with his using both hands freely on a ladder or while he is climbing on a structure A strong bag, bucket, or similar container should be used to hoist tools from the ground to the job Tools should be returned in the same manner, not brought down by hand, carried in pockets, or dropped to the ground.

Mislaid and loose tools cause a substantial portion of the hand tool injuries. Tools are laid down on scaffolds, on overhead piping, and in other locations from which they fall on persons below. Leaving tools overhead is especially hazardous where there is vibration or where men are moving about

Chisels, screw drivers, and pointed tools should never be carried edge or point up in a workman's pocket They should be carried in a tool box or cart, in a carrying belt like that used by electricians and steelworkers, in a pocket tool pouch, or in the hand with points and cutting edges away from the body

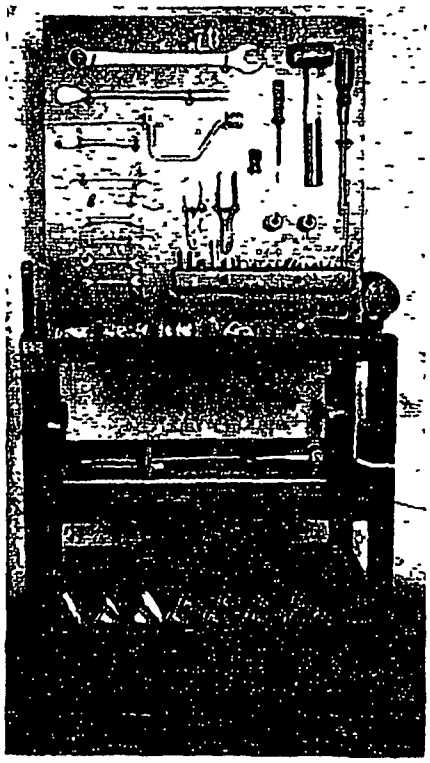


Fig 32-2 Example of portable tool rack and cart that provides for safe tool storage and tool maintenance

Courtesy Buick Div, General Motors Corporation