

# 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](https://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:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

The material in this document is provided for informational purposes only and not as a comprehensive or exhaustive resource on this topic. This material has been compiled from a multitude of sources believed to be accurate; however, Caterpillar Inc. assumes no responsibility for the accuracy or currency of this information and encourages you to consult experts in this area for more information. In no event does the content of this document supersede any applicable local, state or federal statutes or regulations.

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