



TAP LAB SAFETY LEVEL:
LOW RISK

Read the safety card
Operate the tool in accordance with the safety card

Hand Tools

KEY RISKS:



Sharp objects



Injury



Breakage

PURPOSE:

There is a wide range of different hand tools, each useful for a range of different tasks:

- Box cutters/craft knives (very sharp knife with a retractable blade for cutting)
- Screwdrivers (for assembly or disassembly, tightening or loosening)
- Jewellers' screwdrivers (small screwdrivers for use with electronics or small objects)
- Pliers and side-cutters (for cutting, bending, stripping)
- Wire stripper (for stripping the plastic coating off wires)
- Hammer (for hammering nails in)
- Sharp tweezers (for weeding vinyl from the vinyl cutter)
- Push saw (cutting pieces of wood)
- Hacksaw (cutting plastics and metal)
- Rubber mallet (form sheet metal or gently tapping items into place)



SAFETY:

- Don't use excessive force with a tool. If a screw is not moving, using excessive force on it may lead to something breaking or the tool slipping and injuring someone.
- Don't use blunt tools. A blunt box cutter can be much more dangerous than a sharp one.
- Most hand tools will conduct electricity. Do not use them in a way that can cause a short circuit or use them around live wires.
- Make sure that the tool fits the item you are using it on (a screwdriver tip should fit the slot of the screw, pliers should be the right size for the object they are holding).

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- A screwdriver is not a chisel. A chisel is not a screwdriver.
- Box cutter/craft knife:
 - Always keep the blade sharp and don't extend it too far. Be careful when snapping off old blades, snap away from your body and make sure no one is close to you that could get hit by it. Dispose of blades safely - there is a blades bin on the shelf at TAP lab.
 - When cutting large objects make sure you cut away from your body; keep your other hand behind the blade.
 - When cutting paper or cardboard flat on a table: Use one of the green cutting mats to protect the desks from damage. Always keep your other hand away from where the blade will be going, e.g. if you are using a metal ruler as a guide to cut against make sure your fingers are back from where the blade will go.
- If you are cutting with pliers, use safety glasses and operate away from others.
- Sharp tweezers for weeding vinyl: these are surprisingly sharp - be careful when using them.
- Put all tools back when you are done with them. Especially sharp items like the box cutters, don't leave them out and in reach of children.