**Hacksaws**

* **Do not use if the blade is not taut.**
* **Do not use a saw that has dull or damaged blades.**
* **Do not carry a saw by the blade.**
* **Ensure the correct TPI is selected for the operation undertaken.**
* **Never saw with one hand always hold the saw with both hands.**
* **Ensure the work-piece is securely gripped with minimum overhang.**
* **Right handed people – saw on the Right hand side of the vice.**
* **Left handed people – saw on the Left hand side of the vice.**
* **Never saw upwards.**

**Hammers**

* **Avoid split, broken or loose shafts.**
* **Avoid worn or chipped heads.**
* **Hammer heads must be tightly fixed with a proper wedge**

**Chisels**

* **The cutting edge should be sharpened to the correct angle.**
* **Do not use a chisel with a mushroomed head – trim the sides regularly.**
* **Always cut away from the body.**
* **chisel work requires the wearing of approved eye and hand protection**

**Files**

* **A file or should have a correct sized fitted handle.**
* **Never use a file as a lever.**
* **Do not use if the handle is split**
* **Do not use without a handle**
* **Store safely**

**Spanners**

* **Always use the correct size spanner for the job.**
* **Avoid splayed jaws.**
* **Where practicable always use a ring spanner rather than an adjustable spanner.**
* **Do not use pliers etc. as make shift spanners.**
* **Never use a spanner (or a wrench) as a hammer.**
* **Do not improvise by using pipes etc. as extension handles**

**Pipe Wrench**

* **Do not use a pipe wrench on nuts or bolts.**
* **Do not use a pipe wrench for lifting or bending pipes.**
* **Do not improvise by using pipes etc. as extension handles “Cheaters”**
* **Do not expose to excessive heat (like from a blow torch) that could affect the temper of the metal.**
* **Do not use a Pipe wrench on moving machinery.**

**G-Clamp**

* **Do not use the G-clamp for hoisting materials.**
* **Do not use the G-clamp as a permanent fastening device**

**Tin Snips**

* **Do not use straight snips to cut curves.**
* **Keep the blade aligned by tightening the nut and bolt on the snips.**
* **Do not use snips as a hammer, screwdriver or pry bar.**
* **Use the locking clip on the snips after use**

**Screwdrivers**

* **Always use the correct size of screwdriver for the job.**
* **Make sure the handles are sound – split handles are hazardous.**
* **Keep the end square and blunt.**
* **Do not hold the work in your hand – screwdrivers often slip.**
* **Never use a screwdriver as a chisels**
* **Never strike with a hammer**

**Pliers**

* **Do not use pliers that are cracked or broken.**
* **Do not use pliers as a wrench or hammer.**
* **D not attempt to force pliers by using a hammer on them.**
* **Do not slip a pipe over the handles of pliers to increase leverage.**
* **Use insulated pliers when performing electrical work.**
* **When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand**

**Knives and cutting tools**

* **Knives and cutting tools should be kept sharp.**
* **Always cut away from yourself, hands behind the cutting edge.**
* **Store with the sharp edges protected**