

## The safe use of hand tools: Technology (Mandatory)

In *Technology* you will learn about the correct and safe use of tools and materials for specific processes that are used to construct a project.

This material addresses aspects of the following syllabus outcome:

LS 3.4 A student demonstrates safe practices in the use of materials, tools, and equipment in the context of producing a design project.

Extract from: Stage 4 Technology Syllabus © Board of Studies NSW 2003.

### The safe use of hand tools

Carefully read the following passage about the use of hand tools in the workshop and complete the questions.

- When undertaking a project in the workshop, never use any hand tool unless you have had instruction from your teacher and are familiar with the correct use of a tool. If you have a question about the use of a hand tool, ask your teacher.

- Hands should be kept behind the cutting edge of sharp tools such as chisels and gouges when removing waste material.



This photo shows an unsafe practice.

- Inspect tools before each use and repair or replace if worn or damaged. Keep cutting edges sharp. Never test a cutting edge with your fingers. Test the operation of the tool on a scrap piece of material.

- Hold material securely on the bench with a bench hook, G-cramp or vice when working on it. Use light slow strokes when commencing a saw cut and ease the pressure as the saw breaks through the material being cut.



A bench hook.

- Use light slow strokes when commencing a saw cut and ease the pressure as the saw breaks through the material being cut.
- Ensure that material is never allowed to protrude past the edge of the bench.



Using a bench hook for sawing.

- When carrying sharp tools, point cutting edges away from you. Never put sharp or pointed tools in your pockets.
- Where appropriate, wear personal protective equipment (PPE) such as safety glasses, safety goggles, ear protection and hair restraint.



A safe method to carry sharp tools.

### **Activity: Hand tool guidelines**

Complete the following sentences by inserting appropriate wording:

1. Never use any hand tool unless you are familiar with its use and have had relevant \_\_\_\_\_.
2. If you have a question about how to use a hand tool, \_\_\_\_\_ your teacher.
3. Inspect tools before each use and \_\_\_\_\_ or replace if worn or damaged. Keep cutting edges \_\_\_\_\_.
4. Never test a cutting \_\_\_\_\_ with your fingers. Test the operation of the tool on a \_\_\_\_\_ piece of material.
5. Hold \_\_\_\_\_ securely on the bench with a bench hook, G-cramp or vice when working on it.
6. Use light slow strokes when commencing a saw \_\_\_\_\_ and ease the \_\_\_\_\_ as the saw breaks through the material being cut.
7. Ensure that \_\_\_\_\_ is never allowed to protrude past the edge of the bench.
8. Keep hands behind the \_\_\_\_\_ edge of sharp tools such as chisels and gouges when removing waste material.
9. When carrying sharp tools, point cutting \_\_\_\_\_ away from you. Never put sharp or pointed \_\_\_\_\_ in your pockets
10. Wear personal protective equipment (PPE) such as safety \_\_\_\_\_, safety goggles, ear protection and hair restraint where appropriate in the workshop.