|  |  |  |  |
| --- | --- | --- | --- |
| **MEASURING TOOLS**  **BELT SANDER** | | | |
| **DO NOT** use any hand tool unless a teacher has instructed you in its  safe use and operation and has given permission | | | |
|  | | | |
|  |  | Safety glasses must be worn at all times in ITD practical workshops. | D:\bclar52\Desktop\Pictures - ITD Plant & Equip\Hand Tools\Measuring Group 6.jpg |
|  | Foot Protection circle | Appropriate protective footwear is also required in all ITD workshops. |

**This range of hand tools will usually include the follow:**

* **Stainless steel ruler, folding ruler, retractable tape measure and set squares**
* **Calipers** *– inside, outside and odd-leg***, Vernier calipers, digital calipers and micrometer**
* **Dumpy or laser level, spirit level, line level**

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right measuring tool for the job. They will vary widely, and are all designed for specific purposes.**
2. **Never misuse or abuse any of these accurately machined and calibrated measuring tools.**
3. **To attain an accurate measurement reading, carefully handle and align the device. Take the time to “measure twice – cut once”.**
4. **Always try to keep your measuring tools clean and protected – away from the regular hand tools and power tools on your work bench.**
5. **Some measuring instruments may require regular re-calibration to maintain their accuracy.**

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POTENTIAL HAZARDS AND RISKS**

**■ Lacerations from sharp cutting edges ■ Pinch and squash ■ Eye injuries**

**HOUSEKEEPING**

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Return all measuring hand tools to their appropriate storage cupboard, in a dry environment.**
3. **Regularly clean and maintain the condition of all measuring instruments.**
4. **Lubricate the hinge point on all calipers. Adjust and sharpen as required.**
5. **Inspect and clean the spindle and anvil of micrometers. Re-calibrate as required.**