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| **PUNCHES AND STAMPS**  **BELT SANDER** | | | |
| **DO NOT** use any hand tool unless a teacher has instructed you in its  safe use and operation and has given permission | | | |
| D:\bclar52\Desktop\Pictures - ITD Plant & Equip\Hand Tools\Punch Group1.jpg | | | |
|  |  | Safety glasses must be worn at all times in ITD practical workshops. |  |
|  | Foot Protection circle | Appropriate protective footwear is also required in all ITD workshops. |

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

* **Nail punch, centre punch, prick punch and pin punch**
* **Wad punch and hole punch**
* **Number and letter stamps**
* **Groove punch and rivet set**

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right punch for the job. They will vary widely, and are all designed for specific purposes.**
2. **Always wear appropriate safety glasses or goggles when using punches or stamping tools.**
3. **All punches and stamping tools are used in conjunction with a hammer. Always select a hammer style and size that is appropriate for the punch selected.**
4. **Excessive force with the hammer may cause a miss-strike, inaccurate indentations, or even personal injury to the operator or others nearby.**

**HOUSEKEEPING**

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Return all punches and stamping tools to their appropriate storage cupboard.**
3. **Regularly inspect and maintain all punches and stamps for damage.**
4. **Grind off any “mushrooming” and re-shape the head correctly.**
5. **If punches require sharpening, the grinding angle, shape or cutting profile is very specific to each style of punch.**
6. **Discard and replace any Letter and Number stamping tools that show signs of damage.**

**POTENTIAL HAZARDS AND RISKS**

**■ Lacerations from sharp cutting edges ■ Striking and impact ■ pinch and squash ■ Eye injuries**

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