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| --- | --- | --- | --- |
| **SCREWDRIVERS**  **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\Screwdriver Set 3.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 hands tools will usually include the following:**

* **Flat blade, slotted or straight head, phillips-head and posidrive screwdrivers**
* **Ratchet screwdrivers, electrician’s insulated screwdrivers and jeweller’s screwdriver sets**
* **Multi-bit driver sets and impact drivers**
* **Hex socket, torx, tri-wing, clutch and one-way drivers**

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right screwdriver for the job. They will vary widely, and are all designed for specific purposes.**
2. **Always match the screwdriver to the screw head, both in terms of size and type.**
3. **Always wear appropriate eye protection when using any of the thread cutting tools.**
4. **Avoid misuse and abuse of these precision tools.**
5. **Do not lean or push on a screwdriver with any more force than is necessary to maintain the required drive force contact within the screw head**
6. **Contoured or soft handle grips will help to keep your hand from slipping.**
7. **Use a vise or clamp to hold your work piece if it is small or likely to move easily.**

**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. **Clean and return all screwdrivers to their appropriate storage racks.**
3. **Inspect your screwdrivers for apparent damage or wear. Poorly maintained screwdrivers will be of little use – ineffective as a tool and possibly dangerous if they slip.**
4. **Never attempt to re-grind the case hardened blade or tip of any screwdriver. Replace the damaged tool with a new one.**