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| --- | --- | --- | --- |
| **SPANNERS & WRENCHES**  **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\Sockets Group.jpg |
|  | Foot Protection circle | Appropriate protective footwear is also required when using spanners or wrenches. |

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right spanner or wrench for the job. They will vary widely, and are all designed for specific purposes.**
2. **Spanners and wrenches must be sized correctly for the nut or bolt to be turned.**
3. **Do not select or use a spanner or wrench that is possibly defective.**
4. **Turn a spanner by pulling on the shank or handle. This action is more efficient and effective.**
5. **When using a wrench, adjust the movable jaws to fit, and always pull the handle towards the side with the adjustable jaw.**
6. **Use both hands on larger spanners and wrenches. DO NOT attempt to increase the pulling leverage by adding an extension bar or pipe to the handle of any a spanner or wrench.**

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

* **Open ended spanner, ring spanner, combination spanner**
* **Adjustable wrench or shifting spanner**
* **Socket wrench and tube spanner**
* **Torque wrench**
* **Pipe wrench or stillson wrench**
* **Allen keys**

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

**POTENTIAL HAZARDS AND RISKS**

**■ Pinch and squash ■ Impact and striking ■ Lacerations ■ Eye injuries**

**HOUSEKEEPING**

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Return all spanners and wrenches to their appropriate storage cupboard.**
3. **Never attempt to repair any spanner, wrench or Allen key. Immediately report the problem.**
4. **Discard and replace any spanner or wrench that shows signs of “rounding” or cracking of the jaws, handle or drive head.**