|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FILES & RASPS**  **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\Files Blue.jpg** | | | | |
|  |  | Safety glasses must be worn at all times when using files or rasps. |  | |
|  | Foot Protection circle | Appropriate protective footwear is required in ITD practical workshops. |

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

* **Hand flat, 2nd cut, square, triangular, round, half round, wading and needle files**
* **Wood rasp and surform rasp**

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right file or rasp for the job. They will vary widely, and are all designed for specific purposes.**
2. **Always wear appropriate eye protection when using any file.**
3. **NEVER use any file unless it is fitted with a protective handle covering the tang.**
4. **Hold the file firmly and securely with both hands where possible.**
5. **When filing, apply pressure on the forward or pushing strokes only. The file teeth will dull quickly if excess down force is applied on the return stroke.**
6. **NEVER use a file for prying or hammering. The tang is soft and bends easily – and the body is hard and extremely brittle. Serious eye injuries can occur if a file shatters.**
7. **NEVER hit two files together. This action could create fine metal shards, resulting in eye injury.**

**POTENTIAL HAZARDS AND RISKS**

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

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

**HOUSEKEEPING**

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Brush all hand files clean, and return them to their appropriate storage cupboard or rack.**
3. **Keep all files in a dry environment when in storage. Immediately dry files that become wet.**
4. **NEVER oil a file. Oil or grease will cause a file to slide and not cut cleanly or efficiently.**
5. **Regularly maintain the condition of hand files. Replace files when they are dull or broken. Replace file handles that are missing or damaged.**