



# Safety in Five

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Company: \_\_\_\_\_

**Topic specifics relevant to your job**

**Always use the correct tool for the job**

- Know the purpose of each tool and use it for that intention only
- Inspect the tool before use
- Report damages to your supervisor
- Keep cutting edges sharp
- Replace protective sleeves when applicable

**Wear personal protective equipment (PPE) when necessary, including:**

- Gloves
- Safety glasses

**Use caution when transporting tools**

- Do not carry sharp or pointed tools in your pocket
- When carrying tools, point cutting edge toward ground
- Use a toolbox for safe storage and transport

**After use**

- Clean the tool
- Report any condition issues
- Return tool to its proper storage place

**What hand tools are used in our workplace?**

- How do we use these safely?
- What PPE is required?
- How and where should hand tools be stored?

Attendees (Names/Signatures)	

**Comments/Suggestions**