



Safety in Five

Topic: _____
Date: _____
Location: _____
Company: _____

Topic specifics relevant to your job

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☐ 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

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