



## Choosing the Right Tool

**What this Toolbox Talk Covers:**

- ✓ The “Dos” and “Don’ts” for choosing the right tool for the job on a construction site.

**Discussion Notes:**

- ✓ Discuss the outcomes of the “Dos” and “Don’ts.”

- Do**
- Use tools that are designed for the task at hand.
  - Select the right sized bits, blades and accessories on your power tools.
  - Inspect your tools before beginning work to ensure they are in good working order.
  - Only use power tools that you are thoroughly trained on and authorized to use.
  - Consider whether there is another tool that would be a safer alternative or better fit for the job at hand before beginning work.
  - Use tools in the way the manufacturer recommends and follow all weight, height and voltage recommendations.
  - Assess whether there are flammable materials or explosive dusts or vapors present before beginning work, and choose spark-resistant tools if so.

- Don’t**
- Use a screwdriver as a pry bar or chisel. Using the wrong tool can lead to injury or damage to the tool.
  - Remove guards or disable safety devices on power tools.
  - Paint or cover up your tools as this could prevent you from noticing chips or cracks in your tools.
  - Attempt to make an on-the-spot repair if a tool is damaged and you don’t have the correct parts or tools to fix it.
  - Use electrical cords to lower or lift a tool to get it to a workspace.

**Discussion questions:**

1. What should you do before beginning work with a tool?
2. Why is it important to use the right tool for the job?

**Meeting notes:**

Employee comments/concerns: \_\_\_\_\_

Other safety issues to be addressed on the job/facility: \_\_\_\_\_

**Training record:**      Date: \_\_\_\_\_      Jobsite/Facility: \_\_\_\_\_  
    Trainer: \_\_\_\_\_      Title: \_\_\_\_\_

Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
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(Continue recording signatures on a separate sheet of paper)  
 Employee Quiz is provided on last page. Answers are: 1. (c), 2. (b), 3. (d), 4. (a), 5. (a)  
 Toolbox Talks safety information provided by Texas Mutual Insurance Company.



## Employee Quiz

### Topic: Choosing the Right Tool

Employee Name: \_\_\_\_\_

Circle the correct answer below.

1. Painting your tools might:
  - a. Make them more visible in the dark
  - b. Make it easier for a co-worker to spot it and avoid stepping on it
  - c. Prevent you from being able to see if there are chips, cracks or damage
  - d. All of the above
2. If a tool is damaged, you should:
  - a. Continue using it
  - b. Avoid making an on-the-spot repair if you don't have the correct parts or tools to fix it
  - c. Make an on-the-spot repair with whatever supplies you have
  - d. Alert a supervisor, but continue using it
3. Before using a power tool you should:
  - a. Ensure that the tool is in good working condition
  - b. Get training and authorization to use the tool as needed
  - c. Remove the safety guards
  - d. A & B
  - e. All of the above
4. You should select and use the right \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ for your power tools.
  - a. Bits, blades, accessories
  - b. Weight, height, voltage recommendations
  - c. Chips, cracks, paint
  - d. All of the above
5. You should only use a tool in the way the manufacturer recommends.
  - a. True
  - b. False

Training record:      Date: \_\_\_\_\_      Jobsite/Facility: \_\_\_\_\_  
Trainer: \_\_\_\_\_      Title: \_\_\_\_\_