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:
Employee name (print) / (signature)  Date:  Jobsite/Facility:  Title:  Trainer:  Employee name (print) / (signature)

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: ________________________________