

LSU University Safety Manual
Section IV, Part K -

- a. Hacksaws shall be adjusted and tightened in the frame to prevent buckling and breaking, but shall not be tight enough to break off the pins that support the blade. Install blade with teeth pointing forward.
- b. Pressure shall be applied on the forward stroke only. Lift the saw slightly, pulling back lightly in the cut to protect the teeth. Do not bend and twist the blade. Never continue an old cut with a new blade.

6. Files

- a. Select the right file for the job, making sure that it has a secure handle.
- b. Files shall be cleaned only with file-cleaning cards; never by striking. Never use a file as a pry or hammer, as chipping and breaking could result in user injury.
- c. Grasp the file firmly in one hand and use the thumb and forefinger of the other to guide the point.

7. Axes and Hatchets

- a. The cutting edges are designed for cutting wood and equally soft metal. Never strike against metal, stone, or concrete.
- b. Never use an axe or hatchet as a wedge or maul, never strike with the sides, and never use them with loose or damaged handles.
- c. Proper axe grip for a right-
the handle and the right hand about $\frac{3}{4}$ of the way up. Reverse hands if left handed.
- d. Sharp, well-
minimized.
- e.

10. Shovels

- a. Shovel edges shall be kept trimmed and handles checked for splinters and cracks. Workers shall wear safety shoes with sturdy soles. They shall have feet well separated to get good balance and spring in the knees. The leg muscle will take much of the load. To reduce the chance of injury, the ball of the foot (not the arch) shall be used to press the shovel into the ground or other material.
- b. Dipping the shovel in water or greasing or waxing the shovel will prevent some materials from sticking.
- c. Gloves shall be worn while using shovels.
- d. When not in use, hang up shovels, stand them against the wall, or keep them in racks or boxes.

11. Box and Socket Wrenches

- a. The use of box and socket wrenches is indicated where a heavy pull is necessary and safety is a consideration. Box and socket wrenches completely encircle the nut, bolt or fitting and grip it at all corners as opposed to two corners gripped by an open end wrench. They will not slip off laterally, and they eliminate the dangers of sprung jaws.
- b. Avoid overloading the capacity of a wrench by using a pipe extension on the handle or strike the handle of a wrench with a hammer. Hammer abuse weakens the metal of a wrench and causes the tool to break. Special heavy duty wrenches are available with
ed to first loosen
tight nuts.

12. Electric Saws

Electric saws shall be equipped with guards above and below the face plate. The lower guard shall be checked frequently to be sure it operates freely and encloses the teeth completely when not cutting. Circular saws shall not be crowded into the work. The motor shall be started and stopped outside the work. At the beginning and end of the stroke or when the teeth are exposed, the operator shall use extra care to keep the body out of the line-of-cut. Saws shall
when pressure is released.

13. Portable Grinder

- a. Grinding wheels shall be guarded as completely as possible. They shall never be used at greater than their rated speed. To do so may result in the wheel breaking apart due to excessive centrifugal force. Guards shall be adjustable so the operator will be inclined to make the adjustments rather than remove the guard. However, the guard shall be easily

