

# Refresher Guide: Hand Tools & Fixturing

## SAFETY GUIDELINES:

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- Choose the proper tool for the given application
- Set up the vise or clamps that will be used to hold the work piece
- Secure the work piece in the fixture such that it cannot move and is not crushed or damaged:
  - Use materials such as electrical tape, felt, or rubber to protect the work piece
- Check that the tool is in good working condition:
  - Look for loose parts
  - Confirm that the points of contact are not dull or damaged
- Operate the tool safely
  - Grip material with pliers/vise grip rather than by hand
  - Point and move the tool away from any body part
  - Ensure that pieces being removed will fall or move towards a safe place
- Use safety glasses, dust masks, gloves, etc. as appropriate for the task

## HOW TO USE:

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### Hand Tools



Screwdriver



Hammer



Electric Drill



Pliers



Wrench



Saw

### Fixturing

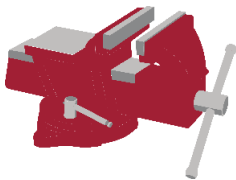


Table Vise



Clamps

1. Choose appropriate tools and fixturing method for the task at hand. Inspect prior to use.
2. Confirm that the workpiece should not slip in the fixture. Use rubber, wood, tape to protect workpiece from damage by clamp or vise.
3. Complete task taking proper safety precautions.
4. Clean any debris off tool or fixturing device and workspace and return tool to storage.