1) **Striking Tools**
   - Use the proper tools for the job, i.e. never use screwdriver as a chisel
   - Keep face of tools clean and free of cracks or splinters
   - Use two hands when swinging a sledge hammer
   - Strike tool squarely

2) **Hammers**
   - Inspect hammer face for loose metal chips that could fly off when struck
   - Do not use a hammer with a broken or loose handle
   - Use the correct size hammer for the job
   - Do not use other tools, such as wrenches and pliers as a hammer
   - Never hit one hammer with another hammer

3) **The Three “C’s” of Driving**
   - Concentration
   - Courtesy
   - Control
   - ’s – Seat Belts

Attendees:
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Employees Comments: