

SAFE OPERATING PROCEDURE

Task / Equipment Description: Hand Tools



Potential Hazards and Risks:

- Splintering/shattering tools
- Sharp blades/edges
- Musculoskeletal injuries
- Damaged, defective tools
- Incorrect tool for the job/task
- Eye injuries

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)



High visibility clothing



Appropriate footwear



Eye protection



Gloves



Hearing protection



Face mask (specify type)

Other PPE (describe):

ALWAYS

Consider replacing hand tools with power tools to reduce the level of force required to do the task where appropriate (ensure inherent risks associated with power tools are taken into account in deciding if power tools should replace hand tools for the task)

Consider the weight of the tool, particularly if held for long periods of time

Ensure that tools provide a good grip surface

Select tools that produce minimal vibration

Ensure you have been trained to use the tool safely

Undertake pre-operational safety checks

Use the correct and proper tool for the job/task

Ensure the work area is clear of obstructions and other people in the vicinity

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

NEVER

Carry tools in your pockets

Use tools which are loose or cracked

Use a makeshift tool

Use any tool with leads in wet or damp areas

Strike hardened metal with a hammer

Leave any tool unattended

Safe Operating Procedure:

1. Pre-Operation – Safety Checks

- Ensure the work area is clear of obstructions and other people in the vicinity
 - Ensure equipment is in good repair and is suitable for the task to be completed
 - Always check the condition of tools before use. Perform a visual check of all equipment to be used. Inspect for cracked and splintered handles – mushroom head chisels and drills, etc. must not be used
 - Wipe off greasy, wet slippery or dirty equipment prior to use
 - Ensure appropriate PPE is available and used
-

2. Operation – Safety Procedure

- Never strike hardened metal with a metal hammer (this can cause the metal/s to shatter and results in very dangerous sharp high velocity projectiles)
 - Always use the tool in the way it is intended
 - Keep your balance and proper footing, being careful not to overreach
 - Always carry pointed tools by your side with the points and heavy ends down
 - Be aware of any sharp edges or cutting surfaces that could harm you
 - Always work away from the body
 - Ensure cutting edges are kept sharp
 - Do not lean or push on a tool with any more force than is necessary to maintain the required drive force contact within the screw or other tool
 - Use a vise or clamp to hold your work piece if it is small or likely to move easily
 - Do not leave tools on walkways, stairways, etc. whilst working
-

3. Post-Operation – Housekeeping

- Wipe off greasy, wet, slippery and dirty equipment
- Inspect the tool for apparent damage or wear prior to storing it away
- Stow in the correct allocated place off the ground
- Clean up work area and wipe down work benches and surfaces when work is completed
- Ensure any leads, etc. is put away off the ground