


Work Health and Safety: Safe Work Practice: Garden & Maintenance

Hand tools (*hammer, chisel, screwdriver etc*)

 Risks	Risk Level	Risk Controls
Damage to eyes and other parts of body from particles by use of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wear personal protective equipment as necessary <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Damage to body from sharp parts of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Wear personal protective equipment as necessary <input checked="" type="checkbox"/> Minimise distractions, e.g., if necessary turn off TV, radio, noisy/unpredictable people <input checked="" type="checkbox"/> Do not use tools for jobs they are not intended to do. For example, do not use a slot screw drivers as a chisel, pry bar, wedge or punch or wrenches as hammers. <input checked="" type="checkbox"/> Do not apply excessive force or pressure on tools. <input checked="" type="checkbox"/> Do not cut towards yourself when using cutting tools. <input checked="" type="checkbox"/> Do not hold the stock in the palm of your hand when using a cutting tool or a screwdriver. <input checked="" type="checkbox"/> Do not wear bulky gloves to operate hand tools. <input checked="" type="checkbox"/> Do not throw tools. Hand them, handle first, directly to other workers. <input checked="" type="checkbox"/> Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line. <input checked="" type="checkbox"/> Do not carry a sharp tool in your pocket. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Injury to worker from hazards in the setting	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Worker to assess environment and remove or isolate potential slip, trip and other hazards. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Damage to the equipment	Likelihood: E Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Take care when moving tools <input checked="" type="checkbox"/> Ensure regular maintenance of equipment

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
First aid kit	
Personal Protective Equipment required: If necessary - yard work gloves, eye protection	

Activity	Worker behaviour	Client/other's behaviour
Preparation	<ol style="list-style-type: none"> 1. Make sure the equipment is the right tool for the task at hand 2. Visually inspect tool to ensure it is in excellent condition (and sharp if a cutting tool) 	
Operation	<ol style="list-style-type: none"> 1. Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent. 2. Handle tool in such a manner that you will not be injured if it slips. 	There should be no unauthorised/other people are not in the way or likely to be distracting.
Completion	<ol style="list-style-type: none"> 1. Clean tools 2. Store tools securely 	

As at 22/03/2016 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Home Maintenance	Maintenance Assistant
Social Support – Activity shed	Volunteer
Social Support – Activity shed	Community Care/Activity Assistant

Date for review of safe work practice: March 2019 *(or if injury or changes require)*

COMPETENCY ASSESSMENT

Hand tools

Employee _____

Assessor _____

Date _____

Desired Outcome:

To use hand tools without injury

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Preparation		
1. Makes sure the tool is the right tool for the task at hand		
2. Visually inspects tool to ensure it is in excellent condition (and sharp if a cutting tool)		
Operation		
1. Avoids using hand tools with your wrist bent.		
2. Handle tool in such a manner that you will not be injured if it slips.		
Completion		
1. Clean tools		
2. Store tools securely		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....