


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

Handheld electric tool (*drill, sander, jigsaw etc*)

 Risks	Risk Level	Risk Controls
Damage to ears from noise of equipment	Likelihood: D Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict clients, animals and public from work area. <input checked="" type="checkbox"/> Ear protection to be worn by workers.
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"/> Restrict clients, animals and public from work area. <input checked="" type="checkbox"/> Wear eye protection as necessary <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Damage to body from sharp/moving parts of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only competent workers to operate equipment <input checked="" type="checkbox"/> Wear personal protective equipment as necessary <input checked="" type="checkbox"/> Keep your hands away from the sharp/moving parts <input checked="" type="checkbox"/> Minimise distractions, e.g., if necessary turn off TV, radio, noisy/unpredictable people <input checked="" type="checkbox"/> Never apply a power tool to a moving object <input checked="" type="checkbox"/> Never leave equipment unattended. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Electric shock	Likelihood: E Consequence: 1 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only use if equipment and its cord are in good condition <input checked="" type="checkbox"/> Ensure power cord is not in power point when cleaning/preparing equipment <input checked="" type="checkbox"/> Ensure hands are dry when touching electrical equipment/switches
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.
Manual handling injury from moving or using the equipment	Likelihood: E Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Keep natural curves in back/neutral posture when operating equipment <input checked="" type="checkbox"/> Use squat/semi squat to move equipment <input checked="" type="checkbox"/> Ensure you are in stable and balanced position when using equipment <input checked="" type="checkbox"/> Avoid over reaching when using equipment <input checked="" type="checkbox"/> Rotate your tasks throughout the day and take frequent rest breaks to give your body a rest. <input checked="" type="checkbox"/> Operator to hold/use equipment as designed

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Handheld tools (electric), Manufacturer’s instruction manual	
<p>Personal Protective Equipment required: ear protection, and if appropriate: dust mask and eye protection</p>	

Activity	Worker behaviour	Client/other's behaviour
Preparation	<ol style="list-style-type: none"> 1. Ensure you are familiar with the manufacturer's instructions for use of the equipment 2. Make sure the equipment is the right tool for the task at hand. 3. Visually inspect equipment to ensure all guards are in place, cords are in satisfactory condition, switches are working properly. 4. Apply personal protective equipment as needed 5. Ensure the power supply is disconnected before making any adjustments to tool. 6. Ensure adequate space in work area 7. Ensure material to be worked is free of nails, screws 8. Ensure the material to be worked is held securely in place. 	
Operation	<ol style="list-style-type: none"> 1. Do not force the tool – use more frequent rather than forcing 2. Turn off machine at power point when not in use. 	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. Unplug the equipment after use 2. Ensure the equipment is cleaned and maintained as per the manufacturer's instructions 3. Securely store 	

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

Handheld electric tool

Employee _____

Assessor _____

Date _____

Desired Outcome:

To use a router without injury

Knowledge required:

Worker must have read manufacturer’s manual for this equipment

Performance Criteria	Competence demonstrated	Comment
Preparation		
Ensure you are familiar with the manufacturer’s instructions for use of the equipment		
Make sure the equipment is the right tool for the task at hand.		
Visually inspect equipment to ensure all guards are in place, cords are in satisfactory condition, switches are working properly.		
Apply personal protective equipment as needed		
Ensure the power supply is disconnected before making any adjustments to tool.		
Ensure adequate space in work area		
Ensure material to be worked is free of nails, screws		
Ensure the material to be worked is held securely in place.		
Operation		
Does not force the tool		
Turns off machine at power point when not in use.		
Completion		
Unplugs the equipment after use		
Ensure the equipment is cleaned and maintained as per the manufacturer's instructions		
Securely stores the equipment		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....