


SOP - Hand tools

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE. Additional SOP are required for other tools

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

						
Hardhat	Eye	Gloves	Hearing	Safety	Hi Viz	Boots

OTHER SIGNAGE

Also Subject to task



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Tools

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Licence or VOC Required: No

Tools & equipment required

- ✓ Tools as selected for the task

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with tool operations
- ✓ Tool damage
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Keep others away from machine and hoses

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed

Ending Operations / Housekeeping:

- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- × **Use mobile phone while operating**

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

plant

- × **Participate in practical jokes**
- × **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
 - [First aid in the workplace](#)
 - [Work health and safety consultation, co-operation and co-ordination](#)
 - [Managing noise and preventing hearing loss at work](#)
 - [How to manage work health and safety risks](#)
 - [Hazardous manual tasks](#)
 - [Managing the work environment and facilities](#)
 - [Manual tasks involving the handling of people](#)
- ✓ Standards
 - AS 1319 Safety signs for the occupational environment
 - AS 2293 .2 emergency evacuation
 - ISO45001 OH&S management systems
 - ISO 31000 Risk management