

Safe Work Instruction	
Air Drills / Screwdrivers / Shears	Issue date: 15 December 2008

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Example content:

Document no.	Work description Use of air drills/screwdrivers/shears Scope Applies to the use and operation of air drills/screwdrivers/shears to ensure they are operated safely and maintained in good working order.		
Review date	References: <ul style="list-style-type: none"> AS4024.1 Safety of Machinery; OHS Act (refer State / Territory) OHS Regulation (refer State / Territory) 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
(insert name in BLOCK letters)	Do not wear anything loose that Wear all required PPE	Only operators who	
Tools and equipment required: Appropriate tools, air supply, correct height work rests.			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE			
Pre Operational Safety Checks	The operator is to conduct		
Safe Operational Use	Powered hand tools should be used The operator is to; <ul style="list-style-type: none"> Maintain a 		
Additional operating precautions	Safety glasses must .		
Housekeeping	The operator is to <ul style="list-style-type: none"> 		
Inspection and maintenance	Air tools must be inspected, serviced and maintained on a periodic basis		
Training	Users of air tools must be competent <ul style="list-style-type: none"> 		
Potential Hazards	Sharp edges, hot sharp		

Additional controls