Safe Work Instruction	
Hammer	Issue date: 17 August 2010

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Example content:

Document no.	Scope: This instruction applied to the safe general use of a Hammer. Hammers are used for pounding nails into objects, pulling nails out of an object, and other uses when hitting or pounding is necessary.			
Review date	References :			
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required	
Insert name in BLOCK letters	Do not wear anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery or gloves. Don't smoke	Only operators who have been.	None.	
	Wear all required PPE such as Safety glasses			
DOMESIA	ety glasses must be worn I times in work areas.		footwear with uppers must be	
Warning	Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.			
Pre Operational Safety Checks	 Check the hammer before use. Look for firm attachment of the handle. Also check for splinters, loose wrapping, or other defect in the handle If the hammer has any defects or is wobbly, do not use it. . 			
Safe Operational Use Get a firm grip on the handle. This will ensure that you don't lose your hold on the hammer and have it flying out of your hand. Hold the hammer at the end of the handle				
	Glancing Blow	Square Blow		

Business Savvy - Safe Work Instruction - Hammer