









Safe Work Instruction	
<b>Hand Tools</b>	Issue date: 17 June 2010

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Example content:

<b>Document no.</b>	Scope: <b>This instruction applied to the safe general use of hand tools.</b> Tools to be used include Hammers, Saws, Wrenches, & Chisels.		
<b>Review date</b>	<b>References :</b>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
<i>Insert name in BLOCK letters</i>	<p><b>Do not wear</b> 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</p> <p>Wear all required PPE such as</p> <input type="checkbox"/> Safety glasses <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> .	Only operators who have been authorised should use these tools.	None.
	Safety glasses must be worn at all times in addition to welding mask.		Long and loose hair must be contained.
	Appropriate footwear with substantial uppers must be worn.		Close fitting/protective clothing to cover arms and legs must be worn.
	Hearing protection may be required for operations		Hand protection must be worn
	Rings and jewellery must not be worn.		
<b>Tools and equipment required</b>		<b>Inspection and Tagging of plant and tools</b>	
<input type="checkbox"/> Trolley or other appropriate manual handling aids		<input type="checkbox"/> All equipment visually inspected prior to use for damage, wear or deterioration	
<input type="checkbox"/>		<input type="checkbox"/>	
 <b>Warning</b>	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.		
<b>Hammers</b>	<ul style="list-style-type: none"> <li>• Keep clean and free from oil which might cause the handle to slip or the face to glance from the object being struck</li> <li>• .</li> <li>• .</li> <li>• .</li> <li>• .</li> <li>• .</li> </ul>		