

SOP (HAND TOOLS)

SS-WHS-SAF-000

Authorised By:
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TASK	Hand Tools					
HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☒
	Cuts / laceration	☒	Dust	☐	Rollover	☐
	Pinch / crush	☒	Noise / vibration	☐	Plant interaction	☐
	High pressure	☐	Chemical	☒	Other:	☐
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the hand tool for any visible damage, worn-out parts, or loose handles.
2. Check that the tool is appropriate and suitable for the specific task.
3. Ensure the tool is clean and free of any debris that could affect its performance.
4. Use all required personal protective equipment (PPE), such as safety glasses, gloves, or hearing protection, as necessary.

SAFE OPERATING PROCEDURE

1. Familiarize yourself with the correct hand tool usage techniques and follow basic safety rules.
2. Maintain a firm grip on the tool and use it with controlled force and precision.
3. Keep your work area clean, well-lit, and free from clutter or hazards.
4. Use the correct technique for the task at hand to avoid stress or strain on your body.
5. Do not use hand tools for purposes other than their intended use.
6. Never leave a hand tool unattended or within reach of unauthorized persons.

POST-OPERATION PROCEDURE

1. Inspect the tool for any damage, such as chips, cracks, or excessive wear.
2. Clean the tool thoroughly, removing any debris or residue that may have accumulated.
3. Properly store the tool in a designated location, away from potential damage or unauthorized access.
4. Report any damaged or malfunctioning tools to the appropriate personnel.
5. Maintain and periodically sharpen or replace the tool as necessary to ensure effectiveness.