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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **004RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **HAND TOOLS -** *A hand tool is any tool that is not a power tool – that is, one powered by hand (manual labour) rather than by an engine e.g. garden forks, secateurs, rakes, hammers, spanners, pliers, screwdrivers and chisels.* |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Machinery & Equipment*** Flying objects, debris, swarf
 | * Cuts and abrasions
* Lacerations
* Foreign body in eye
* Contusions
 | * All tools to be maintained in good condition
* Tools to only be used for the task intended in line with any manufacturers instructions.
* Tools to be inspected by the user prior to use.
* Tools to be stored to avoid damage when not in use.
* Any damaged tool to be removed from use immediately.
* Appropriate PPE to be supplied and worn as identified e.g safety glasses/goggles/face shield/gloves.
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| **Hazardous Manual Tasks*** Incorrect working height
* Lifting items to workstation
 | * Sprains and strains
 | * Work to be done at appropriate height. Where possible, use height adjustable work benches.
* Wherever possible, work to be secured to prevent movement.
* Mechanical aids are available to move heavy, large bulky items.
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| **Gravity*** Slip trips & falls – bad housekeeping
 | * Sprains, strains
* Fractures
* Contusions
 | * Hazards in area to be identfied and addressed prior to use of tools.
* Cables to be taped down, covered of attach at a high level to prevent trip hazards
* All materials and waste to be tidy or removed from work area to maintain good housekeeping standards and prevent trip hazards.
* Appropriate controls to be implemented for all working at heights to prevent falls.
* If working off a ladder for small job, tools shall be carried in an appropriate tool belt.
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| **Extreme Temperatures*** Weather conditions
 | * Heat exhaustion
* Dehydration
 | * If using outside, long sleeve pants and shirt, hat and sunscreen to be used.
* Workers have access to cool drinking water
* Area is air-conditioned where possible
* Fans are available (where applicable) to encourage air movement
* Workers to have regular breaks in extreme temperatures
 |
| **Noise*** Exposure to loud noise
 | * Permanent hearing damage
 | * Install noise reducing material in the room where possible
* Use noise reducing material beneath area to be worked on (where possible)
* Personal protective equipment e.g. ear plugs, ear muffs
 |
| **Machinery & Equipment*** Knives
 | * Lacerations
 | * Always wear cut resistant gloves
* Ensure the object to be cut is stable and not likely to be dislodged when pressure is applied
* Cut away from the body and never place the object to be cut on your body
* Knife blades are to be kept sharp and clean at all times and damaged blades are to be replaced

**Principles for Selection of the right Cutting Tool / Knife:*** As a first preference use shears, enclosed carton cutters, wire strippers or scissors
* As a last resort a self-retracting knife can be used however a written SOP is required
* Fixed blade knives are restricted, unless they have been risk assessed and approved for use by your supervisor and the use of cut resistant gloves are mandatory
* Flexible segmented blades (or knives / blades with flexible snap-off blades) are prohibited
* Examples Shears / Cutters / Knives
* As a first preference use shears, enclosed carton cutters, wire strippers or scissors
*
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| **Machinery & Equipment*** Hammers
 | * Contusion
* Foreign body in eye
 | * Do not use a hammer if the handle is damaged or loose.
* Never weld, heat, or regrind a hammer head.
* Remove from service any hammer exhibiting signs of excessive wear such as cracks, chips, or a mushroomed head.
* Match the proper type of hammer to the job it is designed to perform.
* Sledge hammers with hardened heads are prohibited (refer to prohibited items register)
* Do not strike the surface at an angle. The hammer face should contact the striking surface squarely. Glancing blows made with a hammer often lead to injury.
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| **Machinery & Equipment*** Pliers
 | * Crushing
* Lacerations
* Contusion
 | * Do not increase the handle length of pliers to gain more leverage. Use a larger pair of pliers or bolt cutters.
* Do not substitute pliers for a wrench when turning nuts and bolts. Pliers cannot grip these items properly and will slip.
* Never use pliers as a hammer or hammer on the handles. Such abuse is likely to result in cracks or breaks.
* Cut hardened wire only with pliers designed for that purpose.
* Always cut at right angles. Never rock from side to side or bend the wire back and forth against the cutting edges.
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| **Machinery & Equipment*** Screwdrivers
 | * Sprains & strains
* Lacerations
* Puncture
 | * Never use a screwdriver as a pry bar, chisel, punch, stirrer, or scraper.
* Always use a screwdriver tip that properly fits the slot of the screw.
* Throw away screwdrivers with broken or worn handles.
* Use magnetic or screw-holding screwdrivers to start fasteners in tight areas.
* Never use pliers on a screwdriver for extra leverage. Only use a spanner on screwdrivers specifically designed to accept them.
* For electrical work specialised insulated screwdrivers shall be used
 |
| **Machinery & Equipment*** Spanners & shifters
 | * Sprain & strains
* Contusion
 | * Choose a tool that properly fits the fastener that is to be turned. Using the correct size reduces the chances of slippage.
* Do not use a length of pipe or other extension to improve the leverage of a spanner.
* Manufacturers design wrenches so that the amount of leverage obtained with the handle is the maximum safe application. Avoid placing body parts in the line of fire in case of unexpected
* movement.
* Use socket wrenches for hard-to-reach areas.
* Always try to pull on a spanner (instead of pushing) in case the fastener suddenly loosens.
* Inspect spanners/shifters & sockets periodically for damage such as cracking, severe wear, or distortion.
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |