

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 036 – HAND TOOLS - GENERAL

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes minimum requirements for the selection, inspection, use and storage of non-powered hand tools at Illusions Australia.

It applies to hammers, screwdrivers, spanners, chisels, files, hand saws, knives and similar workshop hand tools, except where a more specific procedure applies.

2. AUTHORISATION AND COMPETENCY

Workers must select a tool suited to the task and use it only for its intended purpose.

Workers must understand the hazards associated with sharp edges, striking tools, pinch points and flying fragments.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety glasses where striking, cutting or flying fragments are possible.
- Safety footwear.
- Task-appropriate gloves where they reduce handling/cut risk without introducing another hazard.
- Other PPE required by the material or task.

4. PRE-START CHECKS

Before commencing work, confirm that:

- The selected tool is the correct type and size for the task.
- Handles, heads, blades, jaws and striking faces are secure and undamaged.
- Cutting tools are sufficiently sharp to be controlled without excessive force.
- Workpieces can be secured where necessary.
- The work area provides adequate clearance and lighting.
- Damaged or makeshift tools have been removed from service.

5. SAFE OPERATING PROCEDURE

1. Select the correct tool before starting.
2. Secure the workpiece where movement could create risk.
3. Maintain a stable stance and keep the non-working hand clear of the tool path.
4. Use controlled force and work away from the body where practicable.
5. Use clamps, vices or other holding aids rather than hands where appropriate.
6. Carry sharp or pointed tools with the hazardous end controlled.
7. Stop if the tool slips, becomes damaged or requires excessive force.
8. Clean and return tools to designated storage after use.

6. PROHIBITED PRACTICES

Workers must not:

- Use a screwdriver as a chisel, a spanner as a hammer or other tool for an unintended purpose.
- Use tools with split handles, mushroomed heads, cracked blades or loose components.
- Use makeshift extensions or cheater bars unless specifically designed for the tool.
- Carry sharp tools in pockets.
- Leave tools on ladders, elevated edges, floors or walkways where they may fall or cause trips.
- Strike hardened surfaces with unsuitable tools.

7. CUTTING AND STRIKING TOOLS

Sharp tools and striking operations can cause lacerations and project fragments.

- Keep cutting edges directed away from the body.
- Use eye protection where chips or fragments may be projected.
- Dress or replace mushroomed striking heads before further use.

8. ERGONOMICS AND FORCE

Poor tool selection or repeated high-force use can contribute to hazardous manual handling.

- Choose tools that allow a comfortable grip and neutral posture.
- Use mechanical or powered assistance where repeated force is excessive.
- Change method if the task cannot be completed with controlled force.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop using any tool that cracks, loosens, deforms or otherwise becomes unsafe.

Tag, segregate or dispose of defective tools so they cannot be inadvertently reused.

10. SHUTDOWN AND HOUSEKEEPING

- Clean tools appropriately.
- Protect sharp edges where required.
- Return tools to racks, drawers or designated storage.
- Remove offcuts and debris from the work area.
- Report defective or missing tools.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- The correct tool is unavailable.
- The workpiece cannot be secured or controlled.
- A tool is damaged or requires excessive force.
- The task creates uncontrolled flying fragments or sharp-edge exposure.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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