



# **IGO GROUP SAFETY STANDARD 24 - PORTABLE HAND TOOLS AND EQUIPMENT**

**INDEPENDENCE GROUP NL**



## DOCUMENT APPROVAL FOR USE

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## 1. INTENT

This Standard details the requirements to minimise and control the hazards associated with the use of portable hand tools and equipment.

## 2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects. All IGO sites and projects shall comply with the provisions of this standard and all relevant legislative requirements for the location.

## 3. TYPES OF HAND TOOLS AND EQUIPMENT

Hand tools and equipment typically includes tools that are held by a person, such as:

- Electric power tools and extension cords
- Welders
- Portable abrasive wheel tools (e.g. grinders, cutters, polishers and wire buffers)
- Pneumatic / compressed air power tools (e.g. chippers, drills, hammers, and sanders)
- Liquid fuel power tools (e.g. chainsaws, brushcutters)
- Powder-actuated / explosive tools (e.g. nail guns)
- Hydraulic power tools
- Unpowered hand tools such as screwdrivers, hammers, chisels, cutters, knives and saws, etc, that are designed such that force must be applied by the user.

## 4. RISK ASSESSMENT

Risk assessments relating to the use of portable hand tools and equipment shall be conducted in accordance with the **CMS ST-03 Risk Management**.

Take 5s and JSEAs shall be used to identify and document the controls required when using the portable hand tools or equipment. Controls to be considered shall include but not limited to:

- Guarding to protect the operator and others from moving parts of powered tools
- Operating controls and switches to control power to tools and equipment
- PPE
- Securing of pneumatic tool hoses
- Use of safety clips on pneumatic tools and attachments
- Stopping of fuel powered tools whilst refuelling.

## 5. SAFE WORK PROCEDURES AND OPERATING MANUALS

**Note:** Often there is presumed knowledge and competency in the use of powered portable hand tools and equipment. This is frequently unwarranted.

As deemed appropriate by site management, safe work procedures, standard work instructions and or operating manuals shall either a) be supplied by the manufacturer or supplier of powered portable hand tools and equipment as part of the documentation provided with purchase / hire of the equipment, b) IGO, or c) the contractor supplying the equipment. These procedures, instructions and manuals shall address at a minimum:

- Inspecting tools before use and ensuring that damaged tools are not used
- Knowing how to use the tool properly and in accordance with the manufacturer's instructions
- Ensuring that the correct controls such as guards, operating controls and switches are in place and working
- Carrying tools properly and storing them in a safe manner
- Repairing and otherwise maintaining tools

As procedures, instructions and manuals may provide minimal guidance, competency assessments should be considered.

## 6. CONTROLLED TOOLS & EQUIPMENT

Some tools and equipment used in the workplace pose a particular hazard. Consequently, IGO defines some tools as 'Controlled Tools & Equipment'. The list of 'Controlled Tools & Equipment' is presented in Appendix 1.

Prior to use of controlled tools or equipment, the user must:

- Prepare a task specific JSEA, or ensure they are familiar with the task specific Safe Work Procedure, and
- Be assessed as being competent in the use of the equipment.

## 7. IN-HOUSE FABRICATED TOOLS & WORK-STANDS

The manufacture and or use of in-house fabricated tools & work-stands is prohibited except in circumstances where the following conditions are met:

- the tool or work-stand has been assessed by a competent engineer as being fit for purpose, the assessment is documented and signed, and the document is readily available for inspection, or
- following the completion of a risk assessment, the responsible department manager provides express written approval for the tool or stands use.

## 8. TRAINING

Systems shall be implemented to ensure that persons selecting and using portable hand tools and

equipment are trained and where applicable appropriately licensed to perform the required tasks.

For some 'Controlled Tools & Equipment', IGO also requires that the user be competency assessed prior to user being authorised to use the tool. Where such competency assessments are not provided by means of a statutory licence or trades assessment, the assessment process must be developed in-house. See Appendix 1.

The system shall ensure that any required competencies and / or currency of licencing can be verified at the location.

## **9. INSPECTIONS, TESTING AND MAINTENANCE**

Guidance on pre-start checks, maintenance and inspection programs for different types of powered hand tools should be as prescribed by the OEM and fit for purpose risk assessments.

## **10. PERFORMANCE MEASURES**

Conformance with this standard will be assessed through regular audits and assessments.

## **11. EXEMPTIONS**

Exemptions to the above requirements must be documented and approved by the Registered Manager.

## **12. RELATED DOCUMENTS**

### **12.1 Common Management System Standards**

- CMS ST-03 Risk Management
- CMS ST-12 Management of Change

### 13. APPENDIX 1: CONTROLLED TOOLS & EQUIPMENT

1. Stanley Knife's or similar open blade cutting devices
2. '9 inch' Angle Grinder (GM approval required before use)
3. High pressure water cleaning devices (greater than 5800psi / 400bar or Class B high pressure system)
4. Firearms (GM approval required before use)
5. Paintball guns (GM approval required before use)
6. Nail gun
7. Chainsaws (GM approval required before use)
8. Hand held concrete cutting saws
9. Sand Blasting equipment
10. Refractory brick saws
11. Powder filled ramset guns (concrete nail guns)

**Note:** Some of the listed tools or equipment require a statutory licence to operate.