

ISSUE DETAILS

Reference	SAF28	Issue No.	1	Issue Date:	21/12/2016
Title	Restricted Tools				
Compliance Date	Immediate				
Document Owner	Jack Pendle, Engineering Director				
BN produced by	IMS Coordinator				

BRIEFING REQUIREMENTS

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

This is determined using the 'RACI' principle. Those roles identified as 'Responsible' and 'Accountable' should receive a formal awareness briefing facilitated by the Document Owner.

Competence	RACI	Type of briefing
PTS Holders	Informed	Awareness

PURPOSE

This document explains the management arrangements associated with the use of tools considered to be hazardous in nature.

It details how the risk assessment, authorisation and permitting process associated with the use of these hazardous tools is to be applied.

SCOPE

Compliance is mandatory for all employees, contractors, sub-contractors and agency staff who work with tools considered to be hazardous in nature.

WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

This is the first issue

ISSUE RECORD

Issue No.	Date	Summary of changes
1	21/12/2016	New

1. PURPOSE

This document explains the management arrangements associated with the use of tools considered to be hazardous in nature.

It details how the Authority to Use these tools is to be applied including the process to be followed for completion of the Authority to Use form and any requirement to create a new risk assessment or modify an existing risk assessment in accordance with the requirements of SAF 30.

2. SCOPE

Compliance is mandatory for all employees, contractors, sub-contractors and agency staff who work with tools considered to be hazardous in nature.

3. REFERENCES (INPUTS) / RELATED DOCUMENTS

None

4. DEFINITIONS

Hazardous Tool	Any item of small plant or tool with the potential to inflict significant injury to the operator or persons within their immediate vicinity
----------------	---

5. PROCESS
5.1 Restricted Tools

A number of items of small plant and equipment have been identified as falling within the scope of the Restricted Tool process and these are listed in Appendix A to this document.

The list in Appendix A is non-exhaustive and will be added to when any new tools are proposed to be used which fall under the definition of hazardous tools.

The Construction Manager or Site Supervisor has ultimate responsibility for checking Appendix A and for considering the risk of use of any other item not listed within Appendix A.

Before allowing any tool to be used that is deemed to be hazardous as defined in this document the Construction Manager or Site Supervisor shall ensure that the requirements of the Authority to Use process shall be followed and the Authority to Work form completed

5.2 Specific Roles and Responsibilities

It is the responsibility of each Construction Manager/Site Supervisor to ensure that this procedure and Authority to Use process are applied and that approval to use a restricted tool is obtained from their Project Manager or their delegated representative.

Construction Managers/Site Supervisors on site are responsible for ensuring the Authority to Use process is applied, to monitor safe working methods and that only trained/competent staff operate restricted tools during the task.

5.3 Assessment of Type of Tools

Use of a restricted tool must only be considered as a last resort and then only after completion of a risk assessment in accordance with SAF 30 to determine if:

- an alternative, less hazardous tool is not available
- a proposed alternative will not tangibly improve the safety of the work process
- an alternative would either increase risk of injury or its use would significantly change the work process

5.4 Task briefings and Authority to Use

Task briefing sheets must detail:

- the type / level of training/competence required to operate any restricted tool
- the type of tool to be used
- the hazards associated with the use of the tool and the potential injury outcome should an accident occur
- exclusion zones as they apply to others

Issue no:	1	Date:	21/12/2016	Parent document:	IMS Section Number 9.36		
Approved for IMS:	IMS Coordinator	Document owner:	Engineering Director	Workspace file:	N/A	Page 1 of 2	

- specific controls to prevent injury to others
- specific control to prevent an incident occurring as a result of the use of the tool (EG: fire)
- specialist PPE to be worn
- the mandatory use of an 'Authority to Use' process prior to starting work

The Authority to Use (ATU) process must be developed and briefed to all personnel likely to be affected by its use and signed as accepted / implemented by the user of the tool. This must be held with the supervisor at all times.

Monitoring of the implementation of the ATU must be undertaken in accordance with the ATU arrangements, by the supervisor of the works.

Regardless of the documentation / ATU, a briefing must be held prior to commencing work with a restricted tool, to ensure that the controls described within the ATU have been correctly implemented. Further checks must be undertaken throughout the process to ensure safety standards are maintained.

5.5 Competence

Only competent people who have received training and are deemed competent in the use of a restricted tool are permitted to operate such a tool.

6. DOCUMENTATION (OUTPUTS)

- Appendix A – Types of Restricted Tools
- Appendix B – Workflow
- SAF28F01 – Restricted Tools Authority to Use
- SAF30F01 – Risk Assessment Template






Issue no:	1	Date:	21/12/2016	Parent document:	IMS Section Number 9.36		
Approved for IMS:	IMS Coordinator	Document owner:	Engineering Director	Workspace file:	N/A	Page 2 of 2	

Types of Restricted Tools



Item	Alternatives	Reason for Restriction
Chain saw 	Hand saw , branch loppers or other similar non-mechanical devices 	High potential for laceration injury
Quick cut demolition saws 	Alternative depends on the material to be cut i.e. concrete cutting saw may be considered	High potential for machine to kick back causing severe laceration injury
Angle grinder 	With disc diameter over 17.78 cm / 7"	High potential for laceration injury, kick back and blade shatter
Aluminium air conditioning flushing cylinders 	Only approved BOC cylinders are to be used 	Burst cylinders cause severe lacerations
Twin Tailed fall arrest system 	Separate lanyard connected to a karabiner to harness	Failure of fall arrest system resulting in falls from height and potential of splitting of webbing loop
Oxy-acetylene equipment WITHOUT flash-back arrestors 	No alternatives. Arrestors must be fitted. 	Equipment failure may result in gas fire/explosion with high potential for injury to operator and those in the vicinity

Issue no:	1	Date:	21/12/2016	Parent document:	IMS Section Number 9.36		
Approved for IMS:	IMS Coordinator	Document owner:	Engineering Director	Workspace file:	N/A	Page 1 of 3	

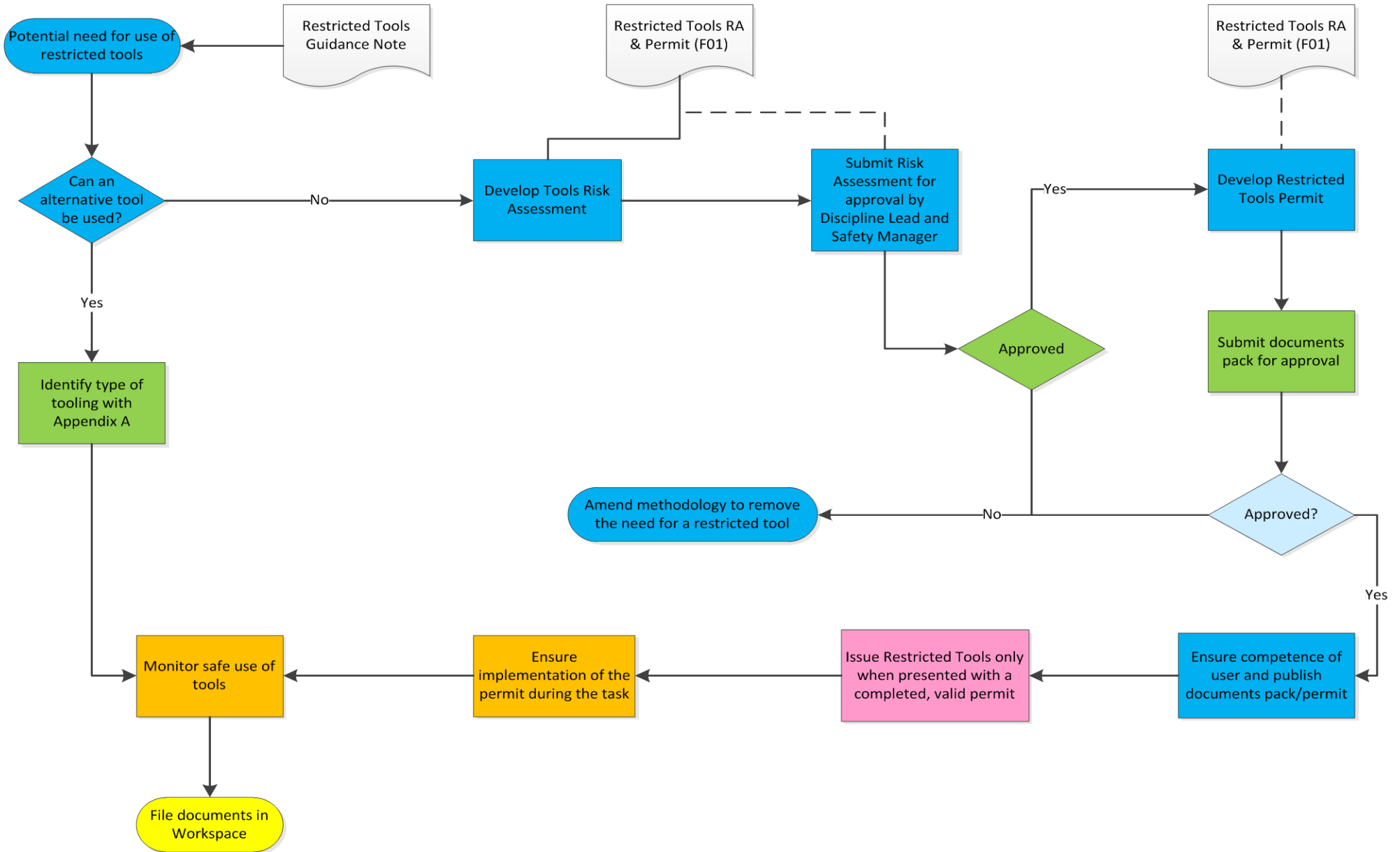
Types of Restricted Tools continued...

Item	Alternatives	Reason for Restriction
Stick welders WITHOUT voltage reduction device fitted 	No alternative. Only stick welders with an approved voltage reduction device (VRD) fitted are permitted 	Electrical shock and electrocution
Fixed blade knives 	Kitchens are exempt with regard to the use of kitchen knives. Retractable Blade knives should only be considered where there is no alternative available. 	High potential for cuts and lacerations to hands/fingers and potential to leave the blade exposed
Explosive power tools (low and high velocity) including nail guns 	Low velocity, indirect tools	High injury potential
Jump leads WITHOUT reverse polarity protection 	Jump start receptacle 	High risk of battery explosion if clips are incorrectly fitted (reverse polarity)
Manual torque multipliers 	Hydraulic, electric or pneumatic torque multipliers to be used	Hi risk of manual handling injury

Issue no:	1	Date:	21/12/2016	Parent document:	IMS Section Number 9.36		
Approved for IMS:	IMS Coordinator	Document owner:	Engineering Director	Workspace file:	N/A	Page 2 of 3	

Item	Alternatives	Reason for Restriction
<p>Metal Bladed Brushcutter</p> 	<p>Brushcutter with cord cutter</p> 	<p>The metal blades can come into contact with hidden "non-vegetation" materials which can result in high velocity objects being released causing injury to the operator and other people in the vicinity.</p>

Issue no:	1	Date:	21/12/2016	Parent document:	IMS Section Number 9.36		
Approved for IMS:	IMS Coordinator	Document owner:	Engineering Director	Workspace file:	N/A	Page 3 of 3	



Issue no:	1	Date:	21/12/2016	Parent document:	IMS Section Number 9.36		
Approved for IMS:	IMS Coordinator	Document owner:	Engineering Director	Workspace file:	N/A	Page 1 of 1	