

1. PURPOSE

This document details 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 SAF30.

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. ABBREVIATIONS AND DEFINITION OF TERMS

Term	Definition
Hazardous Tool	Any item of small plant or tool with the potential to inflict significant injury to the user or other persons within the immediate vicinity
ATU	Authority to Use hazardous tools (this process)

5. PROCESS**5.1 Managing the use of Restricted Tools**

A number of items of small plant and tools have been identified as falling within the scope of the Restricted Tool process. Restricted Tools are listed in Appendix A; this list is non-exhaustive and will be updated when any new tools are proposed to be used which fall under the definition of hazardous tools.

The **Construction Manager** or **Site Supervisor** is responsible for reviewing planned tasks and associated tools. Before allowing any tool to be used which is deemed to be hazardous, the **Construction Manager** or **Site Supervisor** shall ensure that the requirements of the Authority to Use process are followed and the Authority to Use form (SAF28F01) is completed.

Proposed use of any restricted tool (see appendix A for examples) shall be escalated to the **Chief Engineer** for authorisation prior to its use being permitted.

5.2 Specific Roles and Responsibilities

Construction Managers/Site Supervisors are responsible for ensuring SAF28 and the Authority to Use process is applied, planning safe working methods, and ensuring that trained/competent staff are in place to operate any restricted tools.

Project Managers shall review proposed use of restricted tools. Where the use of a restricted tool is approved, authority to continue shall be sought from the **Chief Engineer**.

The **Chief Engineer** (or representative) shall independently review the proposed use of hazardous tools or plant equipment. This review shall include SAF28F01, associated task briefing sheet (TBS), and risk assessment. Where authorisation is not given, alternative tools must be identified or the task replanned to not require the use of hazardous tools

Construction Managers/Site Supervisors on site are responsible for ensuring SAF28 and the Authority to Use process is applied, monitoring safe working methods, and ensuring that only trained/competent staff operate any restricted tools during the task.

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5.3 Assessment of Type of Tools

Use of a restricted tool must only be considered after completion of a risk assessment in accordance with SAF30 to determine if:

- There is an alternative, less hazardous tool available, **or**
- There is a less hazardous method to complete the task that does not require the use of a hazardous tool, **and**
- Where an alternative tool and/or method is available, its use will reduce risk of injury to the operator and/or those working with the operator and will not significantly change the work process.

5.4 Task briefings and Authority to Use

Task briefing sheets must detail:

- training and competence required to operate a restricted tool
- the specific model of tool to be used
- the hazards associated with the use of the tool
- exclusion zones to be applied during use of the tool
- specific controls to prevent injury to operator and others
- specific controls to prevent an incident occurring because of the use of the tool (e.g. fire)
- specialist PPE to be worn
- the mandatory use of this 'Authority to Use' process prior to starting and during work

The Authority to Use (ATU) process must be briefed to all personnel likely to be affected by the task and signed as accepted/implemented by the user of the tool. The ATU must be held by the supervisor at all times and regular checks are made to ensure the use of the tool is in accordance with the authorised ATU.

5.5 Competence

Where formal competence is available for the restricted tool, only people who have received training and have been deemed competent in the use of the specific tool are permitted to use that tool.

Where no formally assessed competence exists for the tool it should be treated like other small plant/hand tools and the operator assessed/deemed safe and capable by their **Construction Manager/Site Supervisor**.

6. MONITORING**6.1 Proactive**

Audit review of compliance with SAF28 will be carried out in line with the proactive audit programme defined by the **Head of Quality and Assurance**.

During construction, supervisory and construction assurance site visits will review planned and actual working practices to ensure any tools in use are not hazardous in nature and have suitable controls in place to protect the user, or the process contained within SAF28 has been followed, use of the hazardous tool authorised, and any required controls have been implemented. SAF28F02 - Assurance Checklist, provides guidance for those undertaking level 1 or 2 assurance.

6.2 Reactive

Reactive audits and functional level 2 assurance reviews will be undertaken post incident or at the request of the **Head of Quality and Assurance** or **Chief Engineer**.

6.3 Retention of Records

Records are to be retained in accordance with VolkerRail procedure QUA10 'Retention of Records' and QUA12 'Information Management'.

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7. ASSOCIATED GUIDANCE & INFORMATION

- Appendix A – Types of Restricted Tools
- Appendix B – Process Workflow

8. DOCUMENTATION (OUTPUTS)

- SAF28F01 – Restricted Tools Authority to Use
- SAF28F02 – Restricted Tools – Targeted Assurance Checklist
- SAF30F01 – Risk Assessment

9. ISSUE RECORD

Issue	Date	Comments
1	Dec 2016	First Issue
2	02/04/2021	General review and minor editorial changes made. Alternative open bladed knives added to appendix A for specific tasks
3	13/07/2026	5-Year review. Text / layout changes and updates to align with organisational changes. Section 6 monitoring and new form SAF28F02 - Assurance Checklist, added.

10. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Section 6 monitoring added to support business assurance activities.

Text and layout change to align with organisational updates made with no amendment to requirements or process.

Appendix A has been updated to include:

- Trip Jacks (Duff Norton)
- Enerpac RP70A Lightweight Stressing Equipment

New form SAF28F02 – Restricted Tools – Targeted Assurance Checklist has been created to assist with monitoring requirements.

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11. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. Line managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

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.

Discipline	Role	RACI	Type of briefing
Senior Management	Chief Engineer Technical Director (Engineering) Technical Director (IM)	Accountable	Detailed
Project Management	Senior / Assistant / Project Manager Senior / Programme Manager	Responsible	Detailed
Supervisory	Site Supervisor	Responsible	Detailed
Engineering	Senior Project Engineer Project Engineer	Responsible	Detailed
Delivery	Senior Construction Manager Construction Manager Installer	Responsible	Detailed
	Sub-contractors Agency staff	Responsible	Detailed (Site Briefings)
HSQES	Head of Quality and Assurance	Informed	Awareness
HSQES	Head of H&S / H&S Manager	Informed	Awareness

Competence	RACI	Type of briefing
Chainsaw operator	Responsible	Detailed

12. IMS AUTHORISATION

Document owner approval:

Kevin Robertshaw, Chief Engineer, 13/07/2026

Approval for IMS:

Paula Roberts, IMS Manager, 13/07/2026

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APPENDIX A: TYPES OF RESTRICTED TOOLS

SAF28

Restricted 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

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Restricted Item	Alternatives	Reason for Restriction
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
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 	Use of fixed blade knives in a kitchen environment for preparing food is exempt Retractable Blade knives should only be considered where there is no alternative available. For cutting cardboard consider a safe alternative For cutting straps consider a safe alternative For stripping insulation on cables consider a safe alternative    	There are many alternatives available for specific tasks to avoid the possibility of deep cuts and lacerations it is important to select the right cutting tool for the job.

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Restricted Item	Alternatives	Reason for Restriction
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	High risk of manual handling injury
Metal Bladed Brushcutter 	Brushcutter with cord cutter 	The metal blades can come into contact with hidden "non-vegetation" materials which Can result in a high velocity objects being released causing injury to the operator and other people in the vicinity.

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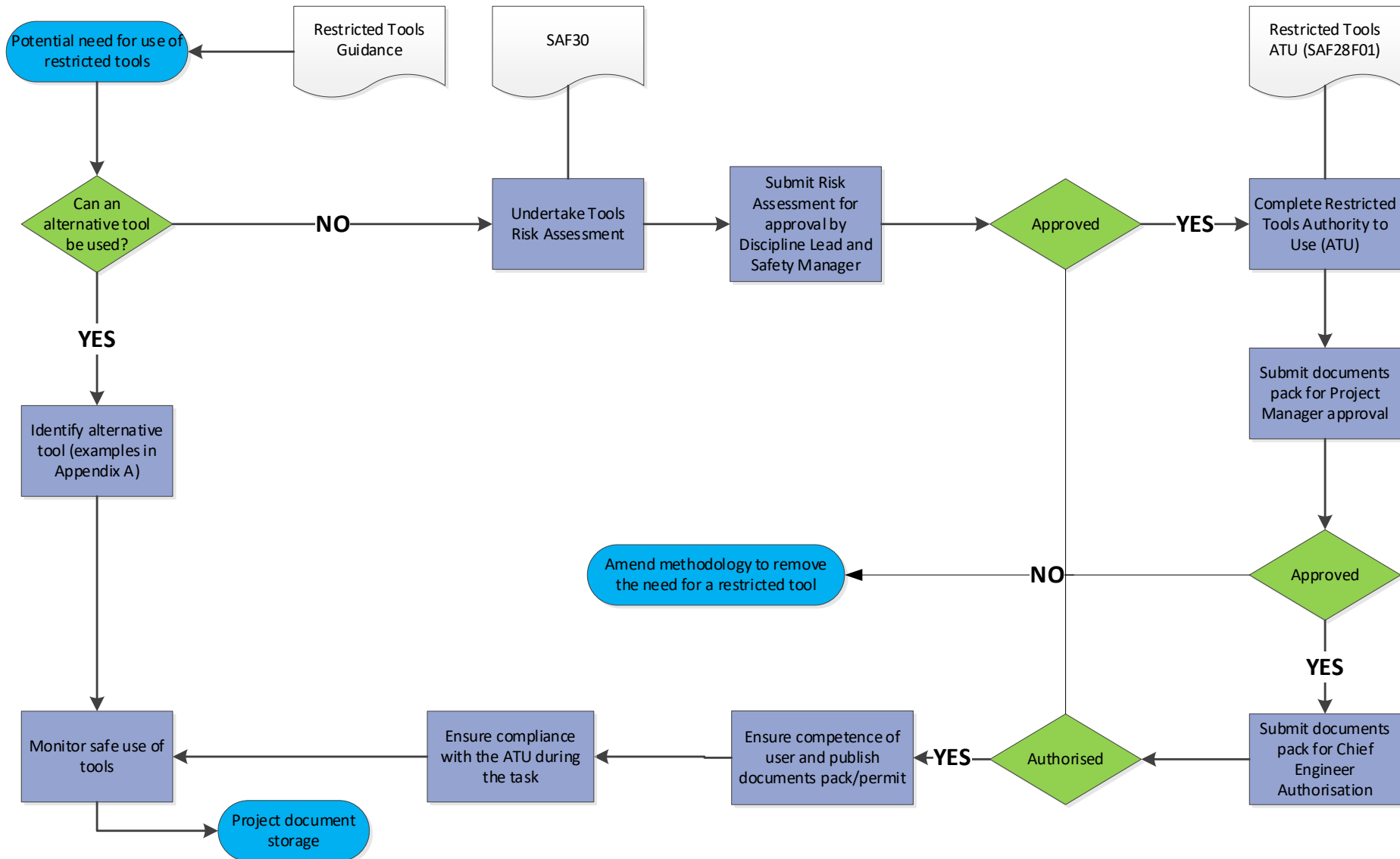
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Restricted Item	Alternatives	Reason for Restriction
Trip Jacks (Duff Norton) 	Hydraulic Toe Jack 	Trip jacks have an uncontrolled release of the rail, which drops suddenly leading to finger trap injuries. The handle can also spring back hitting the operator in the face if not full depressed correctly which can lead to a broken jaw.
Enerpac RP70A Lightweight Stressing Equipment 	Permaquip HSM Stressing Equipment 	Restricted due to incidents where the locating brackets have crushed and snapped, also where retaining bolts have sheared off, flying off and hitting nearby operatives.

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APPENDIX B: RESTRICTED TOOLS USE WORKFLOW

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