

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 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

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

5. PROCESS
5.1 Restricted Tools

A number of items of small plant and tools 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 item of small plant or 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.

If any item of small plant or tool is proposed to be used it shall be escalated to the **Engineering Director** before its use is allowed.

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 contained in Appendix A 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 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

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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
- 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. The ATU must be held by 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 specific restricted tool are permitted to use that tool.

6. ASSOCIATED GUIDANCE & INFORMATION

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

7. DOCUMENTATION (OUTPUTS)

- SAF28F01 – Restricted Tools Authority to Use
- SAF30F01 – Risk Assessment Template

8. 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

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

Due to an increasing number of incidents involving open bladed knives Appendix A has been amended to include viable alternatives dependent on the task being undertaken e.g. using proprietary cable stripping tools instead of open bladed knives.

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10. 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. All 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	Engineering Director	Accountable	Detailed
Project Management	Senior/Project Managers	Responsible	Detailed
Project Management	Construction Managers	Responsible	Detailed
Supervisory	Site Supervisors	Responsible	Detailed
Engineering	OLE Construction Staff	Responsible	Detailed
Engineering	Signaling Installers	Responsible	Detailed
Labour	Platelayers	Responsible	Detailed
Delivery	Stores Staff	Responsible	Detailed
	Sub-contractors	Responsible	Site Briefing
	Agency Staff	Responsible	Site Briefing

Competence	RACI	Type of briefing
Chainsaw operator	Responsible	Detailed


11. IMS AUTHORISATION
Document owner approval:

Jack Pendle, Engineering Director, 02/04/2021











Approval for IMS:

Paula Roberts, IMS Coordinator, 02/04/2021




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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

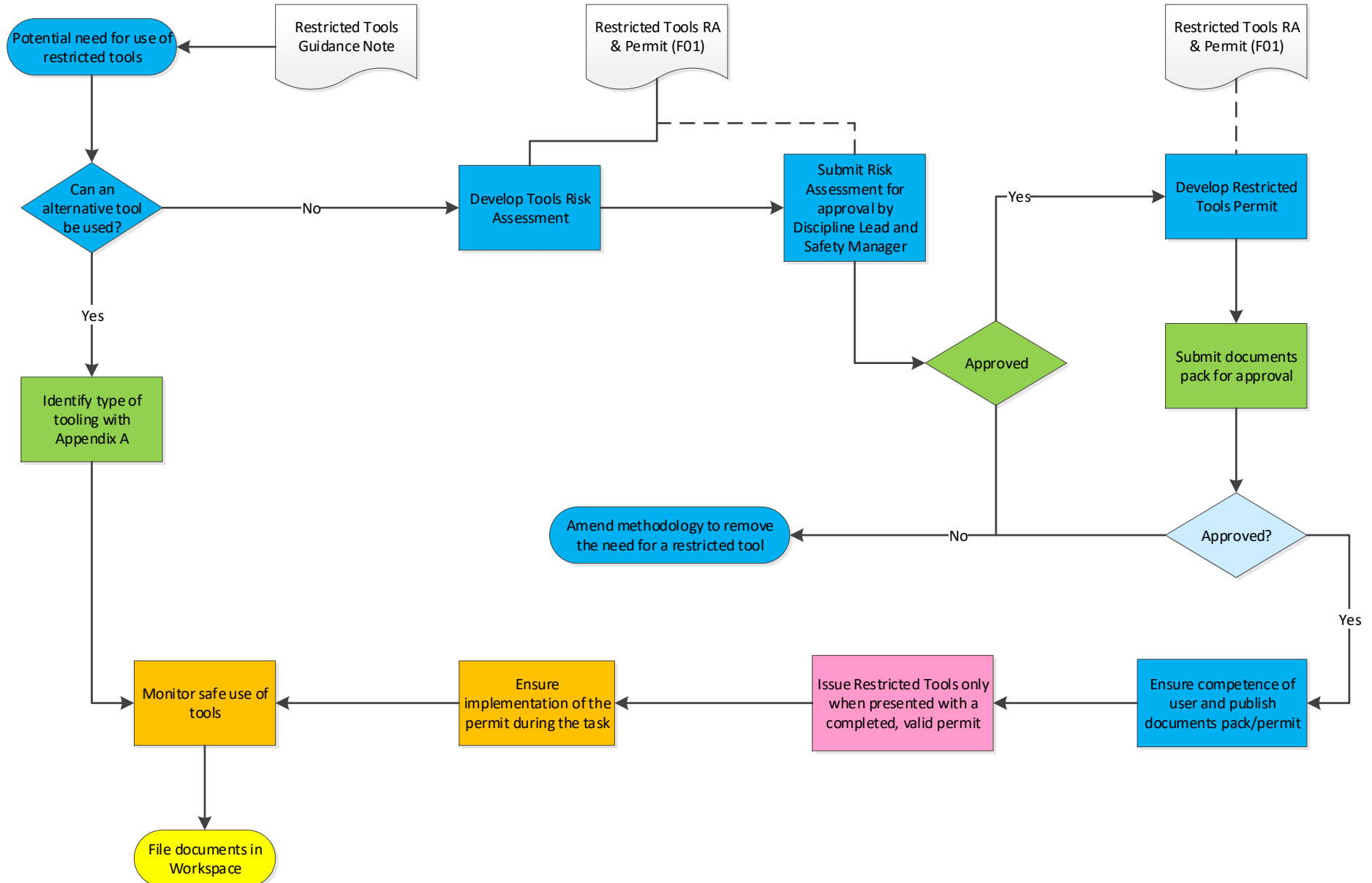
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Item	Alternatives	Reason for Restriction
<p>Stick welders WITHOUT voltage reduction device fitted</p> 	<p>No alternative. Only stick welders with an approved voltage reduction device (VRD) fitted are permitted</p> 	<p>Electrical shock and electrocution</p>
<p>Fixed blade knives</p> 	<p>Kitchens are exempt with regard to the use of kitchen knives.</p> <p>Retractable Blade knives should only be considered where there is no alternative available.</p> <p>For cutting cardboard consider a safe alternative</p>   <p>For cutting straps consider a safe alternative</p>  <p>For stripping insulation on cables consider a safe alternative</p> 	<p>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.</p>
<p>Explosive power tools (low and high velocity) including nail guns</p> 	<p>Low velocity, indirect tools</p>	<p>High injury potential</p>
<p>Jump leads WITHOUT reverse polarity protection</p> 	<p>Jump start receptacle</p> 	<p>High risk of batter explosion if clips are incorrectly fitted (reverse polarity)</p>

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Item	Alternatives	Reason for Restriction
<p>Manual torque multipliers</p> 	<p>Hydraulic, electric or pneumatic torque multipliers to be used</p>	<p>Hi risk of manual handling injury</p>
<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 a high velocity objects being released causing injury to the operator and other people in the vicinity.</p>

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