



**Air and Power Tools**

**Warning**

You cannot undertake this activity in the rail corridor unless you have completed a pre work brief and work site protection plan.

Reference should also be made to the [Protocol for Entering the ARTC Rail Corridor](#) and the [Business Rules for Working in the ARTC Rail Corridor](#)

Minimum Personal Protective Equipment (PPE) requirements must also be met in line with the [Personal Protective Equipment \(PPE\) Work Instruction](#).

<b>Work Activity:</b>	<b>Air and Power Tools</b>			<b>WMS No:</b> WHS-WI-009
<b>Coverage:</b>	ARTC employees, and contractors directly managed by ARTC			<b>Version No:</b> 1.0
<b>Developed by:</b>	Corporate Work Health and Safety Manager	<b>Approved by:</b>	Executive General Manager Enterprise Services	<b>Date Approved:</b> 1 April 2016

<i>What are the tasks involved?</i>	<i>What are the hazards and risks?</i>	<i>What are the control measures?</i>	<i>Related Documents</i>
Plan the work	<p>Unsafe work area</p> <p>Incorrect tool for the task</p> <p>Incorrect PPE</p> <p>Clothing / Object / Hair caught in machinery</p>	<p>Make sure your work area is clean and tidy.</p> <p>Remove debris or objects that might get in your way or be ignited by hot tools, chips or sparks.</p> <p>Make sure your work area has plenty of bright, shadow-free light.</p> <p><b>Always use the right tool for the right job. No substitutions!</b></p> <p>Determine additional PPE as appropriate to the work, including:</p> <ul style="list-style-type: none"> <li>- safety goggles or safety glasses with side shields</li> <li>- dust masks in dusty conditions</li> <li>- hearing protection where recommended by relevant documents</li> </ul> <p>Do not wear loose-fitting clothing or jewellery or dangling objects</p> <p>Tie long hair back and out of the way.</p>	<p>Operating Manuals and/or Safe Use Instructions (as provided by manufacturer / supplier)</p>



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Inspect the tool	<p>Not understanding safe use instructions</p> <p>Damaged or defective tool or accessory</p> <p>Guards not in place</p> <p>Incorrect accessory</p> <p>Worn or damaged blades or discs</p>	<p>Ensure you have an understanding of relevant related documents</p> <p>Read nameplate information and follow any warning labels on tools.</p> <p>Inspect tool condition, as well as any tool or accessories</p> <p>Check that all appropriate guards are in place and working.</p> <p><b>Never use a tool that is damaged or malfunctioning in any way.</b></p> <p>Never use any accessory except those specifically supplied or recommended by the manufacturer / supplier.</p> <p>Ensure work tools, blades and discs are the correct size and shape.</p> <p>Make sure cutters or blades are clean, sharp and securely in place. Never use bent, broken or warped blades or cutters.</p>	<p>Operating Manuals and/or Safe Use Instructions (as provided by manufacturer / supplier)</p>
If connecting to a power source	<p>Unsafe leads or tags</p> <p>Uncontrolled start of tool</p>	<p>Inspect all leads and tags before use.</p> <p><b>Do not use defective leads.</b></p> <p>Need an extension cord? Make sure it's a heavy duty cord suitable to the work environment</p> <p><b>Ensure the power switch is off</b> before you plug in any power tool.</p>	



<i>What are the tasks involved?</i>	<i>What are the hazards and risks?</i>	<i>What are the control measures?</i>	<i>Related Documents</i>
If using compressed air	<p>Incorrect or poor hose fitting</p> <p>Damaged air hose</p> <p>Hose disconnecting while working</p> <p>Slips, Trips, Falls</p>	<p>Ensure you have the proper hose and fittings for the tool</p> <p>Check hoses for cuts, bulges, abrasions or perishing.</p> <p><b>Do not use any defective hoses or fittings.</b></p> <p>Blow out the air line before connecting if required.</p> <p>Hold hose firmly and blow away from yourself and others</p> <p>Ensure hose connections fit properly and where able use a mechanical means of securing the connection (chain, wire or lock)</p> <p>Ensure waters drains are functioning and clear if required</p> <p>Prevent hoses from creating trip hazards as much as possible.</p>	<p>Operating Manuals and/or Safe Use Instructions (as provided by manufacturer / supplier)</p>
Using the tool	<p>Impact on others</p> <p>Distraction or error while using</p> <p>Manual Handling and/or risk of fall</p> <p>Impact with blade or moving parts</p>	<p>Warn other people before you start work.</p> <p>Set up an exclusion zone if debris will be created.</p> <p>Never rush what you are doing. Pay close attention. Don't let anything distract you.</p> <p>Losing control creates a hazardous situation. Do not use a tool that is too heavy for you. Keep a firm grip on the tool with both hands.</p> <p>Never overreach when using a tool. Stay firmly on both feet.</p> <p>Always turn off <b>and</b> unplug or disconnect the tool before you make any adjustments or change accessories.</p>	
Finish the work	<p>Incorrect storage</p> <p>Identified faults not followed up on</p>	<p>Unplug or disconnect, clean and store the tool in a safe, dry place.</p> <p>Place a warning tag on any faulty equipment or accessory and return the equipment for servicing.</p>	



References	
<p><b>Standards, Codes of Practice, Guidance:</b></p> <p>Operating Manuals and/or Safe Use Instructions (as provided by manufacturer / supplier)</p>	<p><b>Plant / Equipment / Tools:</b></p> <p>Air Tool / Power Tool; Air hoses; Compressed Air Source; Power Cord</p> <p>Determine additional PPE as appropriate to the work, including:</p> <ul style="list-style-type: none"> <li>- safety goggles or safety glasses with side shields</li> <li>- dust masks in dusty conditions</li> <li>- hearing protection where recommended by relevant documents</li> </ul>
<p><b>Training Requirements:</b></p> <p>Check that workers have been briefed on and/or have reviewed relevant Operating Manuals and/or Safe Use Instructions for the specific tools they will use.</p> <p>Check whether there are specific competencies for the work to be completed as the safe use of air and power tools may form part of some competency units.</p>	<p><b>Inspection / Testing requirements:</b></p> <p>Check plant / equipment / tools in line with relevant sections of this work method statement.</p> <p>“Tag out” any unsafe, faulty, or worn tools or leads / hoses and return for servicing.</p>