


Hand Tools :  
Work method Statement





<b>School:</b>		<b>Teacher :</b>		<b>Activity: Tool Use</b>	
Skills, Training Required		Equipment, Personal Protective Equipment		Monitoring and Recording	
OH & S Induction by Trained Team Leader on Site		<b>Personal Protection:</b> sturdy shoes, long sleeved shirt, hat, sunglasses, sunscreen, long pants/skirts.		Complete Daily Diary or monitoring record	
Tool Licence for students		<b>Equipment:</b> gloves, trowel, Peter lever, tree planting mattock, shovel, rake, mulch fork, bucket, watering can, hose,		Before and after photos	
				Guiding documents	
				Landcare Policy, Agreed Action Plan	
				School Environment Management Plan	

What tool to use?		What could go wrong?	How can we keep safe?
<b>A tool for each child and a variety of tools across the group.</b>		<ul style="list-style-type: none"> <li>Lost tools</li> <li>Not enough tools of the type that is needed</li> </ul>	<ul style="list-style-type: none"> <li>Record the number of tools that are being used</li> <li>Divide the tasks up so that different teams do different jobs and utilise the tools available</li> </ul>
<b>Check the tools for damage</b>		Personal injury to self/others if tool is suffering from wear & tear	Tools that are unsafe are not to be used and should be tagged and put aside for repair
<b>Appropriate tools available</b>		Personal injury to students because tools were too big, (manual handling) too sharp (cuts)	Plan the project to ensure it can be done with the tools available, provide extra training for new tools
<b>Gloves</b> Gloves protect your hands and provide a barrier between your skin and the soil.		<ul style="list-style-type: none"> <li>Splinters from tools</li> <li>Bites from insects</li> <li>Scratches from rocks and dirt</li> </ul>	Wear a pair of gloves to protect your hands from wear and tear.



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<p><b>Trowel</b></p> <p>Trowels are used for breaking up earth, weeding, moving small bits of soil or mulch around and digging small holes for planting.</p>		Tool is damaged and has sharp edges	Check your tool before you start using it for signs of damage.
		Dirt is flicked up when digging	<ul style="list-style-type: none"> <li>• When using a trowel watch where you are digging, be aware of others around you</li> <li>• Kneel on the ground; use a stabbing action to break up the soil.</li> <li>• Scoop loose soil out of hole and pile it up for use to back fill around the plant.</li> </ul>
<p><b>Tree planting mattock</b></p> <p>Mattocks can be used for chopping and digging. One end can chop into the ground and make a slit to plant in; the other end can be used to dig a hole for planting.</p>		Personal injury and injury to others nearby	<ul style="list-style-type: none"> <li>• Do not swing the mattock side to side</li> <li>• Do not swing the mattock over your head</li> <li>• Be aware of others around you</li> <li>• Use two hands and keep a tight grip</li> <li>• Get down low to the ground when using it</li> </ul>
		Get tired	<ul style="list-style-type: none"> <li>• Take your time, have a rest when needed</li> </ul>
<p><b>Hose</b></p> <p>A tough flexible tube for carrying water from a tap.</p>		Trip over the hose	<ul style="list-style-type: none"> <li>• Try to avoid laying the hose where people are walking</li> <li>• Make sure the hose is obvious and visible</li> <li>• Start watering after people have finished planting</li> </ul>
		People getting wet or splashed	<ul style="list-style-type: none"> <li>• Look around to see who is near you</li> <li>• Fill buckets or watering cans and then carry them to the plants</li> <li>• Water after the person has finished planting</li> </ul>

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		Breaks in the hose	<ul style="list-style-type: none"> <li>Wind the hose thoughtfully when packing it up to avoid creases, twists and knots</li> </ul>
<b>Bucket</b> A useful tool for carrying water, mulch and small tools.		The bucket is too heavy	<ul style="list-style-type: none"> <li>Don't overfill the bucket or get a friend the same height to team lift</li> </ul>
		The bucket has a hole or crack	<ul style="list-style-type: none"> <li>Check the bucket for leaks, if it has a hole it can still carry other things, just not water</li> <li>Take care with your bucket, don't kick or throw it about</li> </ul>
<b>Watering Can</b> A portable container used for watering plants by hand.		The watering can is too heavy	<ul style="list-style-type: none"> <li>Don't overfill the water can, only carry what is comfortable for you</li> </ul>
		The watering can has a leak or is damaged	<ul style="list-style-type: none"> <li>Check the watering can for holes</li> </ul>
		The spout gets clogged and water won't come out	<ul style="list-style-type: none"> <li>Only use water in the watering can, mulch and soil will block the pouring holes</li> </ul>
<b>Peter lever</b> A bush regeneration tool that can be used in small spaces to dig out roots, to lever out medium sized plants and to cut through medium roots.		Injury to self by not using tool correctly	<ul style="list-style-type: none"> <li>Be aware of your strength limits when digging and levering, use your core muscles for strength,</li> </ul>
		Injury to others by not being aware of others	<ul style="list-style-type: none"> <li>Don't swing it around</li> </ul>
		Dirt is flicked up	<ul style="list-style-type: none"> <li>Use a short stabling action when digging</li> <li>Make sure the end is in the soil when levering</li> </ul>
<b>Rake</b> A rake is like a broom for outside that can gather leaves and grass, loosen soil and do light weeding.		Rake is stood on and hits you in the face	<ul style="list-style-type: none"> <li>Rakes should be placed prongs down in the dirt so they can't be stood on.</li> </ul>
		Splinters from handle	<ul style="list-style-type: none"> <li>Check handle for splinters, wear gloves</li> </ul>

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<p><b>Spade</b></p> <p>A spade is used for digging and moving earth</p>		Splinters in the handle	<ul style="list-style-type: none"> <li>• Check the tool before working with it</li> </ul>
		You might cut something important with the blade	<ul style="list-style-type: none"> <li>• Make sure there are no pipes, cables, hoses around where you are going to dig</li> </ul>
<p><b>Mulch fork</b></p> <p>This is a tool with widely spaced tines used for moving loose material like mulch, straw and manure.</p>		Try and lift too much	<ul style="list-style-type: none"> <li>• Only fill the fork to your level of comfort</li> </ul>
		Dust from moving the mulch	<ul style="list-style-type: none"> <li>• If the mulch is really dusty wet it down before moving</li> </ul>