AHCMOM213 Operate and Maintain Chainsaws

Reference Material

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OPERATE AND MAINTAIN CHAINSAWS

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Safety Prompts

Specific symbols are used throughout this module to highlight particular points, particularly those that involve safety. The symbols and their meaning are shown below.

DANGER

This prompt is used when there is an immediate hazard that IS LIKELY TO result in severe personal injury or death if proper procedures are not followed.

CAUTION

This prompt is used to warn against potentially unsafe practices that COULD result in personal injury or death and/or property damage if correct procedures are not followed.

NOTE

This prompt is used when an operation, condition, or information is of sufficient importance to warrant highlighting.

Glossary of Terms and Acronyms

All industries have terms and acronyms that are specific to them. A list of commonly used terms and acronyms is included at the end of this training resource

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OPERATE AND MAINTAIN CHAINSAWS

Introduction

This training module covers the knowledge and skills that will enable you to safely operate a hand-held chainsaw in a work environment, and to maintain it in good working order.

On completion of this training you will be able to:

- plan and prepare for operations
- recognise and apply safety procedures on site
- operate the chainsaw in accordance with the manufacturer's guidelines and site procedures
- maintain the chainsaw in accordance with the manufacturer's guidelines and site procedures
- work with others to achieve the required outcomes
- respond appropriately in an emergency.

NOTE

This training material is a guide only. Always follow your site operating procedures when performing your work.

1. General Obligations

Each person at the work site has an obligation to ensure the safety and health of themselves and others and to protect the environment in which they work. You can do this by:

- making sure that you are physically and mentally fit for the task, e.g. not affected by fatigue or illness and not under the influence of drugs or alcohol
- reporting unsafe conditions, activities, dangerous occurrences or injuries to a supervisor or safety representative
- using correct Personal Protective Equipment (PPE)
- using your work site's lock and tag system (if applicable)
- reporting damaged or defective equipment for repair
- not attempting any task unless you are qualified, authorised, competent and confident to perform the task in a safe manner
- complying with environmental protection requirements.

2. Legislation, Standards and Site Requirements

In order to perform your work safely, efficiently and within regulations, you must access and apply compliance documentation, including: national and industry standards and site guidelines to perform your work within the regulations. Compliance documentation may include:

- government legislation (acts and regulations)
- international and/or national standards
- industry codes of practice
- employment and workplace health and safety procedures
- organisational and site requirements and procedures
- manufacturer guidelines and specifications.

2.1 Legislation and Site Procedures

During your general and site specific inductions you would have been familiarised with organisational and site policies and procedures. These have been developed in accordance with legislation and are designed to ensure that work is undertaken safely.

2.2 Standards and Codes of Practice

Standards and codes of practice are developed in consultation with industry to help workplaces operate in line with leading practice for safety and production efficiency. Standards are practical guidelines based on current industrial, scientific and consumer experience and expectations.

NOTE

Gather and read all relevant documents and procedures for the task that you are doing. Ensure that you understand the documents and how they apply to your work. If you are unsure how to access the relevant information, or there is something that you do not understand, ask your trainer or supervisor.

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The general hierarchy of statutory and organisational compliance documentation is shown in the following table.

GOVERNMENT	ACTS OF PARLIAMENT (ACTS)	Written laws passed by government to set out the general obligations that employers and employees have in relation to each other and themselves. These vary across states and territories. **EXAMPLES: Work Health and Safety Act (WHS), Environmental Protection Act, Vegetation Management Act**
	REGULATIONS	Lawful requirements that provide additional details about how to comply with the Acts. **EXAMPLES: Work Health and Safety Regulations, Environmental Protection Regulations**
INDUSTRY	CODES OF PRACTICE	Developed by industry to provide practical guidance for complying with Acts and Regulations. **EXAMPLES: Forest Harvesting Code of Practice (Queensland), Regional Vegetation Management Codes, Prevention of Musculoskeletal Disorders from Performing Manual Tasks At Work (National Code of Practice)**
	STANDARDS (National and International)	Documents that detail practical guidelines, which when followed will ensure that a minimum quality benchmark standard is achieved for a product, service or process. Standards are established by a recognised body such as government or an industry regulator. They cover all industry types. **EXAMPLES: AS2726 Chainsaw safety requirements, AS2727 Chainsaws - Guide for safe working practices, AS/NZS 1801 Safety Helmet, AS/NZS 1336 & 1337 Eye Protection, AS/NZS 1270 Hearing protection**
ORGANISATION	MANAGEMENT SYSTEMS	Developed by management to comply with legislation. Management systems provide overarching governance for all site activities including safety, human resources, finances, environment and community engagement. **EXAMPLES: Health and Safety Management System, Emergency Management Plan**
	POLICIES	Broad statements of the overall intent and direction of a specific activity or group of activities. Policies ensure that management plans are implemented and that everyone's roles, responsibilities and obligations are clearly defined. **EXAMPLE: Workplace Drugs and Alcohol Policy, Environmental Policy**
	PROCEDURES	Easy to understand, step-by-step instructions for carrying out tasks safely and in an environmentally sustainable way. **EXAMPLE: Standard Operating Procedures**

NOTE

Regulatory and licencing requirements for chainsaw operators vary from state to state. Check with your local state authority.

3. Work Planning

Work planning is a multi-step process that involves gathering information, interpreting the data, consulting safe work procedures, and coordinating the task with others.

3.1 Attend Work Briefings

Before starting work, make sure that you have received a briefing from your supervisor and a handover from the previous operator (if applicable). Briefings are conducted according to site policy. Information that should be provided in the briefing includes:

- other equipment or plant operating in the area
- known hazards in the work area
- relevant environmental issues
- events that will occur during the work period
- any problems that occurred during previous work
- updates such as revised survey data or amended work priorities
- current estimated progress towards job completion.

During the briefing you may also receive a written work order with job specifications, including a map or survey plan of the work area and materials (e.g. trees, felled timber) to be cut.

Do not start any work until you have confirmed the instructions and required outcomes.

See your supervisor if you think you do not have sufficient information.

3.2 Obtain Additional Information

Depending on the work site and task, you may be provided with:

- environmental and cultural heritage protection requirements
- survey information.

3.2.1 Environmental Protection Requirements

Legislation requires all sites to have an environmental management plan. The purpose of the plan is to minimise the environmental impact of operations and equipment use. You must be aware of, and apply, procedures and practices for:

- protecting native flora and fauna
- dust prevention and minimisation
- control of fumes including exhaust, gases and smoke
- water quality control
- noise and vibration control
- use, carriage and storage of oils, lubricants and other chemicals
- cleanup of oil, lubricant or chemical spills, for example from fuelling bays, maintenance areas and roadways
- waste management.

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As far as possible flora and fauna within the work area should be protected. Where disturbance is unavoidable, operations must be carried out in a manner that minimises impacts on environmental, social and land use values and maximises opportunities for successful revegetation. Do not touch or move wildlife unless specifically authorised. Report issues to your supervisor.

Protect Native Fauna

The environmental management plan will contain a list of control measures to be put in place. Report any damaged or missing controls to your supervisor before work starts.

You must also follow the legal requirements for the preservation of heritage items, structures and archaeological sites. If you find an item that you suspect could be of cultural heritage significance stop work, protect the item from disturbance and advise your supervisor.

3.2.2 Survey Information

Survey information may be given to you in the form of plans, maps or drawings to indicate job specifications, such as the work area and specific trees to be cut, or area to be cleared. Confirm with your supervisor and the work crew what markers are being used (e.g. pegs, tape, painted symbols) and what each marker represents (e.g. boundary of work area, exclusion zone, tree to be cut, tree to remain).

Check Markers

When you arrive at the work area, note the location of markers and compare these with the survey information you have received. Report any discrepancies to your supervisor before starting work so you can agree on the action to take and the outcomes to be achieved.

3.3 Interpret Information

Once you have obtained the data, read and interpret the information. This should be done at the work site, if safe to do so.

- Analyse the information to make sure that the data is correct and applicable to your work.
- Check for anomalies in the data.
- Consult the relevant safe work procedures that apply to your job.
- If hazards are identified, devise a risk management strategy for the hazard and include it in the work plan.

If you do not understand any item, clarify and confirm the instructions with your supervisor or the person issuing the work order.

4.1.3 Signs

Signs are a form of written communication. A sign displays a distinct message about how to protect personnel from exposure to hazards. A sign displaying a safety message carries the same authority as a direct instruction from your supervisor. Effective signage consists of recognisable images or icons and/or a few words that can be viewed and interpreted quickly and easily. Signs can be placed on vehicles and equipment, on walls at the entrance to a building or work place and on signposts.

NOTE

Signs are placed for your protection. Always keep signs clean and in good condition. Do not remove a sign unless you are authorised to do so.

The following table displays a sample of each type of sign along with a brief description.

Description	Example	Description	Example
Mandatory Signs Indicate an instruction that must be carried out.		**Emergency Information Signs** Indicate the location of, or direction to, emergency related facilities such as exits, safety equipment or first aid facilities.	
Prohibitory Signs Indicate an action or activity that is not permitted.		**Fire Related Signs** Indicate the location of fire alarms and fire fighting equipment and facilities.	
Warning/Caution Signs Indicate a hazard or hazardous condition that is not likely to be life threatening.		**HazChem Signs and Placards** Identify hazardous chemicals. The design, text size and colours are specific to the type of hazardous chemical to which they relate.	 Flammable gases, liquids, solids
Danger Signs Warn of a hazard or hazardous condition that is likely to be life threatening.		**Hazard and Barrier Tape** Temporarily identifies safety hazards, or defines an area into which you should not enter.	

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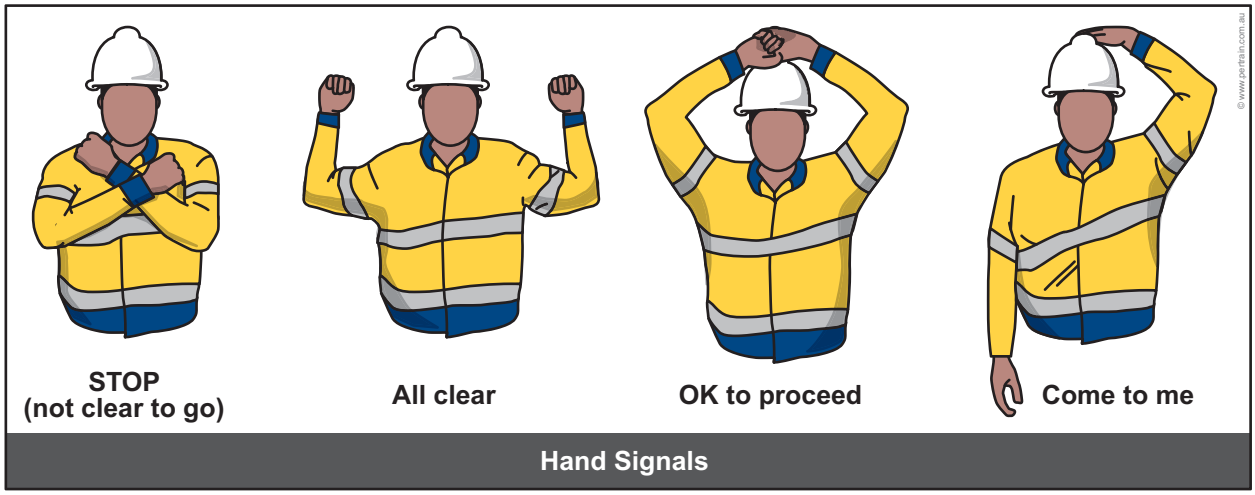
4.1.4 Signals

Where distance or noise is a problem, operators may need to communicate using hand or whistle signals. Signals vary between sites so it is essential that all relevant personnel are aware of, and understand the signals to be used. The following are typical hand signals.



Hand Signals

There is no standard for whistle signals in relation to chainsaw operations. The supervisor will advise what signals to use before work begins. Typically:

- one short whistle blast = Stop
- one long continuous blast = Emergency situation.

NOTE
All signals must be clearly understood. If there is a signal you do not understand, stop the task and ask for the meaning before proceeding.

5. Safety

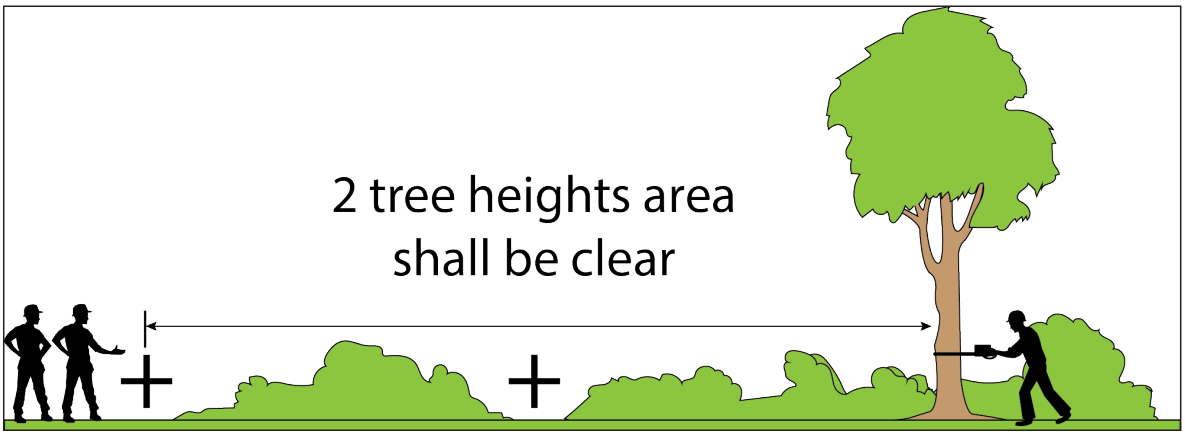
You are responsible for complying with all safety rules, regulations, policies and guidelines applicable to the work site and the task you are doing. Other attributes that will help you to be a safe and competent chainsaw operator include:

- forward planning and risk management
- putting safety first
- maintaining a steady work pace
- concentrating at all times
- using sound, low risk techniques
- understanding and taking care of your equipment
- caring about the environment.

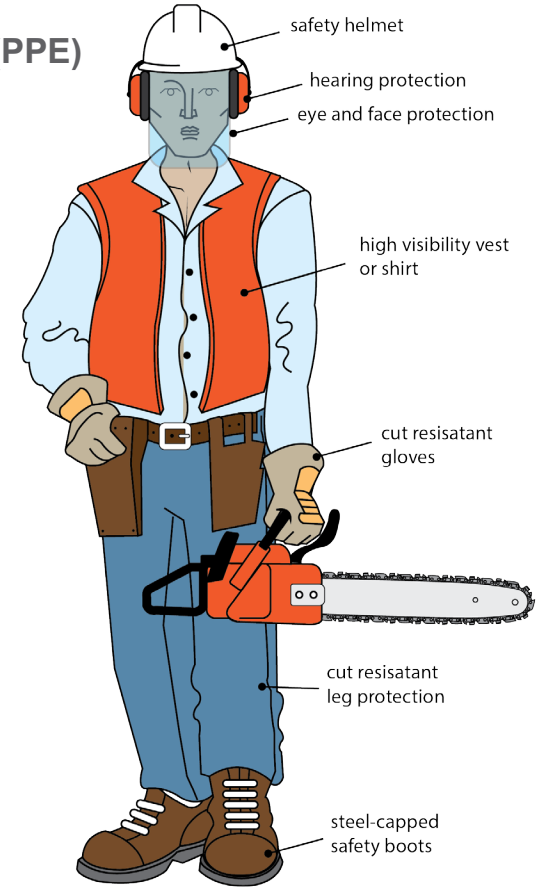
5.1 Identifying Hazards and Managing Risks

Be aware of your surroundings and understand the hazards that may be present at your work site or as you are performing your work.

- Is there tree felling activity in the work area?
  - Do not work within two tree lengths of any tree felling activity.



5.1.2 Personal Protective Equipment (PPE)



You must select and wear PPE appropriate to the site and task being performed.

Make sure that you have been trained in the correct way to fit, use and care for your PPE. Check that the PPE is clean and in good condition before it is used. Clean the PPE that you have used on the job and store it in the designated area. Tag out damaged PPE and have consumable PPE stocks, such as dust masks and ear plugs, replenished as necessary.

Australian Standard AS2727 Chainsaws – Guide for safe working practices, lists the items of PPE that a chainsaw operator must use. Required PPE will also be listed in your site procedures. Talk to your supervisor if you are unsure what PPE is required.

6. Selecting Tools and Equipment

Select the appropriate tools and equipment for the job prior to commencing work. Identify the usage requirements and check the limitations to ensure that the tools and equipment are suitable to the task.

6.1 Chainsaws

There is a wide variety of chainsaw brands and models available. Selection should be based on the:

- type of work the machine will be used for
- size of material that is being cut.

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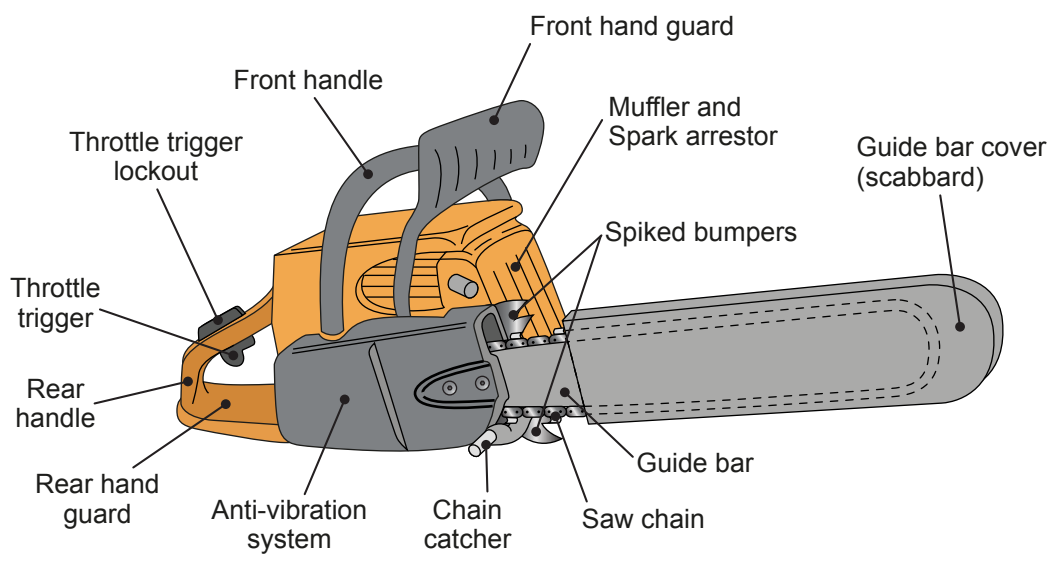
These considerations will help to determine the saw capacity and guide bar length required. Other equipment considerations may include the ease of maintenance, design features and balance of the chainsaw.

The following table is a basic guide to chainsaw selection.

Classification	Power Output	Engine Capacity	Guide Bar Length	Main Uses
Heavy	4.5kW - 6.5kW	80cc - 125cc	500mm and longer	Timber felling, sawlog preparation, chainsaw milling
Medium	3.0kW - 4.5kW	50cc - 80cc	To 500mm	Small tree felling, trimming and cross cutting
Light	To 3.0kW	To 50cc	To 400mcm	Pruning

6.1.1 Chainsaw Familiarisation

Before using a chainsaw for the first time read the manufacturer manual and familiarise yourself with the saw's features and operation.

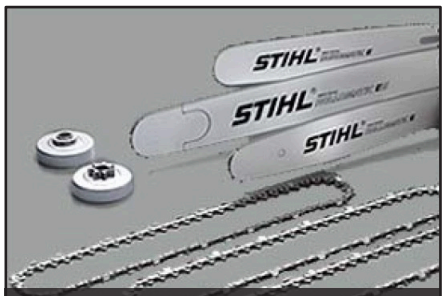


Chainsaw Components

A chainsaw has two main units:

- powerhead
- cutting attachment.

The powerhead is designed to work at very high engine revolutions in any operational position and the cutting attachment converts that engine power into cutting performance.



Cutting Attachment Components

6.2.1 First Aid Kit

A fully equipped first aid kit must always be provided at the workplace, and a personal kit must be readily accessible by the chainsaw operator. Contents must include large dressings for lacerations. Sun screen should also be available. Australian Standard AS 2727 details the minimum contents of a suitable first aid kit.

For your own safety and the safety of your workmates:

- check that there is a first aid kit readily available
- know where the first aid kits are located
- know who the site/shift first aid officer is
- know the number of the first aid station on site.

6.2.2 Chainsaw Maintenance Kit

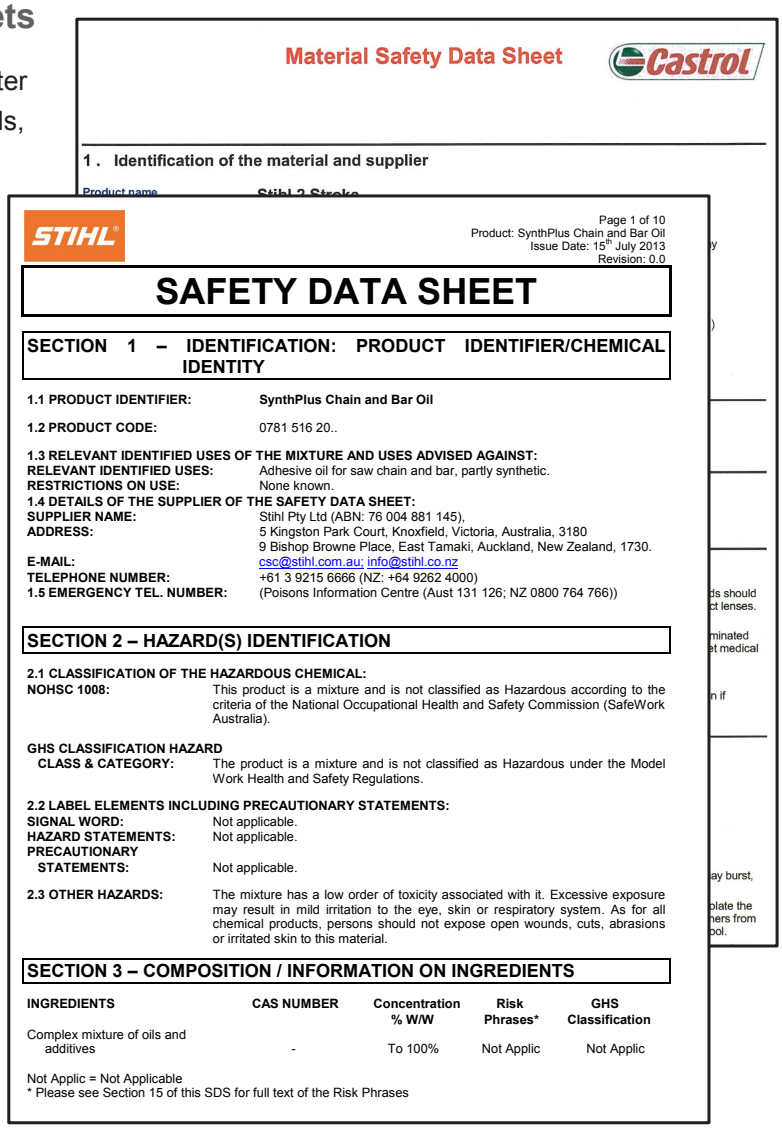
As a minimum the kit should include a file guide, flat and round files, depth gauge setting tools, small screwdriver for minor adjustments, combination screwdriver-spanner for tightening the chain, a small paint brush and rag for cleaning purposes.

6.2.3 Safety Data Sheets

Each worksite must maintain a register of chemicals and hazardous materials, including fuels, oils and lubricants. This register will include Safety Data Sheets (SDS) for each product. You must comply with the information provided by the SDS to meet health, safety and environmental legislation.

Safety Data Sheets contain information on the product, such as:

- chemical properties and identification
- PPE requirements
- handling, storage and segregation requirements
- transport requirements
- first aid treatment
- disposal procedures
- fire fighting and emergency procedures.



Material Safety Data Sheet

Castrol

1 . Identification of the material and supplier

STIHL

Page 1 of 10
Product: SynthPlus Chain and Bar Oil
Issue Date: 15th July 2013
Revision: 0.0

SAFETY DATA SHEET

SECTION 1 – IDENTIFICATION: PRODUCT IDENTIFIER/CHEMICAL IDENTITY

1.1 PRODUCT IDENTIFIER: SynthPlus Chain and Bar Oil

1.2 PRODUCT CODE: 0781 516 20..

1.3 RELEVANT IDENTIFIED USES OF THE MIXTURE AND USES ADVISED AGAINST:
RELEVANT IDENTIFIED USES: Adhesive oil for saw chain and bar, partly synthetic.
RESTRICTIONS ON USE: None known.
1.4 DETAILS OF THE SUPPLIER OF THE SAFETY DATA SHEET:
SUPPLIER NAME: Stihl Pty Ltd (ABN: 76 004 881 145),
ADDRESS: 5 Kingston Park Court, Knoxfield, Victoria, Australia, 3180
9 Bishop Browne Place, East Tamaki, Auckland, New Zealand, 1730.
E-MAIL: csc@stihl.com.au; info@stihl.co.nz
TELEPHONE NUMBER: +61 3 9215 6666 (NZ: +64 9262 4000)
1.5 EMERGENCY TEL. NUMBER: (Poisons Information Centre (Aust 131 126; NZ 0800 764 766))

SECTION 2 – HAZARD(S) IDENTIFICATION

2.1 CLASSIFICATION OF THE HAZARDOUS CHEMICAL:
NOHSC 1008: This product is a mixture and is not classified as Hazardous according to the criteria of the National Occupational Health and Safety Commission (SafeWork Australia).

GHS CLASSIFICATION HAZARD CLASS & CATEGORY: The product is a mixture and is not classified as Hazardous under the Model Work Health and Safety Regulations.

2.2 LABEL ELEMENTS INCLUDING PRECAUTIONARY STATEMENTS:
SIGNAL WORD: Not applicable.
HAZARD STATEMENTS: Not applicable.
PRECAUTIONARY STATEMENTS: Not applicable.

2.3 OTHER HAZARDS: The mixture has a low order of toxicity associated with it. Excessive exposure may result in mild irritation to the eye, skin or respiratory system. As for all chemical products, persons should not expose open wounds, cuts, abrasions or irritated skin to this material.

SECTION 3 – COMPOSITION / INFORMATION ON INGREDIENTS

INGREDIENTS	CAS NUMBER	Concentration % W/W	Risk Phrases*	GHS Classification
Complex mixture of oils and additives	-	To 100%	Not Applic	Not Applic

Not Applic = Not Applicable
* Please see Section 15 of this SDS for full text of the Risk Phrases

6.3 Equipment Inspections

Ensure that all tools and equipment are in good working condition before taking them on site. Do not use any equipment that is in an unsafe condition. You should aim to improve the general appearance, mechanical standard and operating efficiency by:

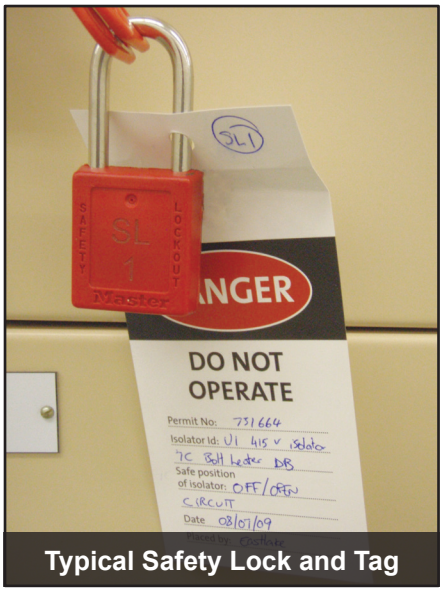
- carrying out inspections and pre-start checks
- completing detailed and accurate inspection checklists and defect reports
- ensuring that all servicing is carried out as scheduled
- using the equipment according to manufacturer instructions
- keeping the equipment clean (dirt can hide defects).

Isolate any defective equipment and attach an Out of Service tag to the item. Repair or report damaged or faulty equipment according to your site procedures.

6.3.1 Equipment Isolation and Tagging

Equipment is isolated and tagged to protect maintenance personnel and operators from unexpected start-up or discharge of stored energy.

Ensure that you know where the isolation points are on the equipment you are operating. Once all potential sources of energy are isolated (locked), attach the appropriate tag to the isolation point. This will provide a warning and information to other personnel.



Typical Safety Lock and Tag

> ***NOTE***
> You must know and apply your site isolation and tagging procedure.

7. Operate the Chainsaw

Observe the following guidelines in relation to the operation of a chainsaw.

7.1 Pre-start

- When transporting the chainsaw, keep the fuel cap facing up and do not carry it in the passenger area of a vehicle.
- Use a guide bar cover (scabbard) when transporting or storing the saw.
- Carry the saw to the work area with the bar pointing to the rear.
- Keep people and animals at least 2 metres from the work area.
- Make sure work area is clear of rubbish and off-cuts.
- Ensure that the saw path is clear of any obstacles or service lines

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7.4 Using the Chainsaw

- Visually inspect the item to be cut for hazards such as nails, branches, etc. Remove hazards.
- Ensure that the item to be cut is stable and will not roll or move unexpectedly during or after the cut. Consider gravity and directional pressure (see section on cross-cutting). Chock, support or put item in a vice if applicable before cutting.
- Position yourself to one side of the item to be cut.

DANGER

Do not:

- stand on or straddle the material to be cut and cut between your legs
- cut above shoulder height
- over-reach
- apply excessive force.

- Get a good foothold and maintain the correct two-handed grip on the chainsaw, keeping it close to your body.
- Begin the cut at peak revs (full power) to give the best chance of cutting through any obstruction and to reduce the risk of kickback.
- Use safe and correct cutting methods as per site procedures.
- Keep in mind where the chain will go if it breaks. Avoid placing yourself or others in line with the chain.
- Keep the chain out of the dirt. If you hit dirt, debris will fly, the teeth will be dulled and the chain life will be considerably shortened.
- Take regular rest breaks from continuous operations.
- Turn the chainsaw off and place it in a safe location when not in use.

7.4.1 Chainsaw Reaction

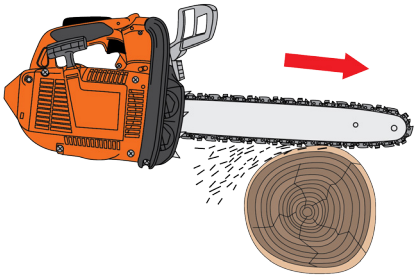
With chain speeds as high as 80-100 km per hour, chainsaws have a natural tendency to react violently when cutting timber. This may cause the operator to lose control and result in severe injury. The operator can minimise chainsaw reaction by maintaining a firm grip and balanced stance, and using the correct engine revolutions when cutting.

Common types of reaction include:

- pull in reaction
- push out reaction
- kickback.

Pull In

Pull in reaction can occur when cross-cutting timber with the underside of the chainsaw guide bar. The saw chain draws the saw towards the timber and away from the operator.



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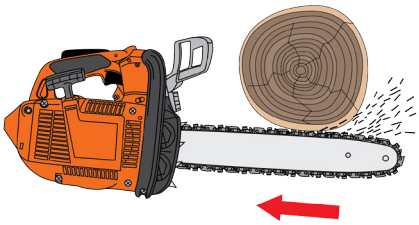
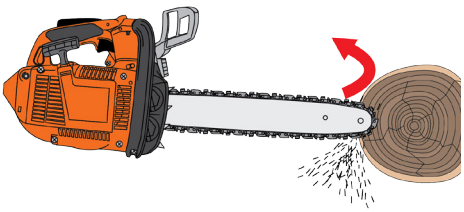
Push Out

Push back reaction can occur when under-cutting timber with the topside of the chainsaw guide bar. When making an upwardly directed bottom cut the chain's reactive force will push the saw away from the timber and towards the operator.



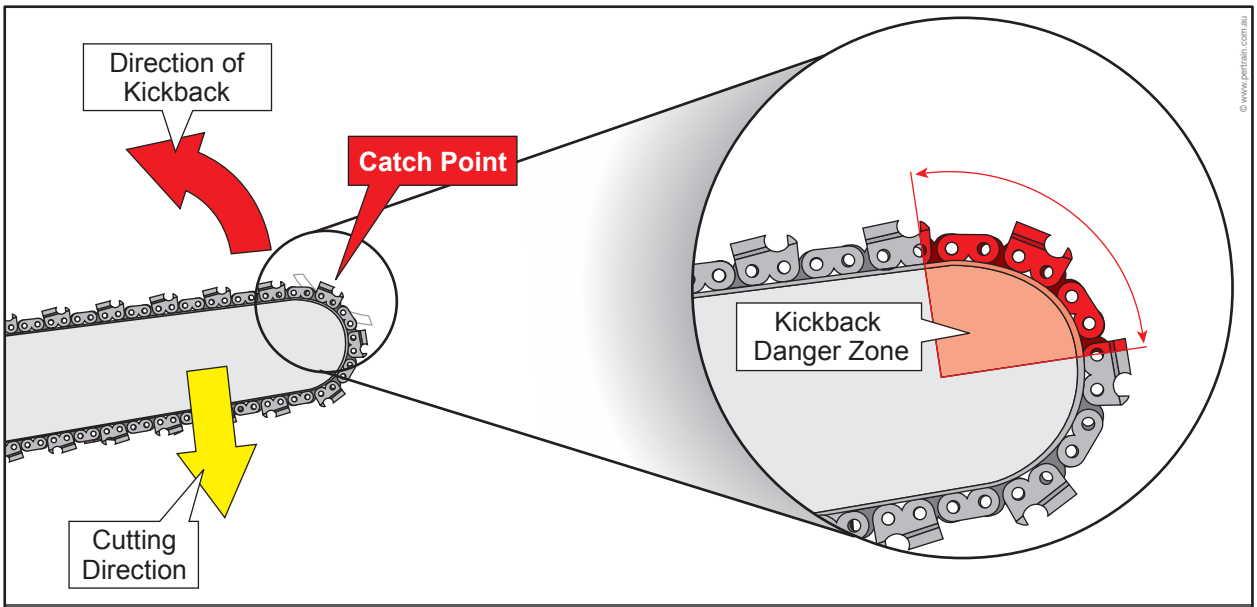
Kickback

Kickback occurs when the moving chain at the tip of the guide bar touches an object, or when the material closes in and pinches the saw chain in the cut. Tip contact can cause a lightning-fast reverse reaction, kicking the guide bar up and back toward the operator.



Pinching the cutting chain along the top of the guide bar may push the guide bar rapidly toward the operator. To help prevent kickback, observe the following precautions.

- Avoid sawing with the cutter bar nose. Do not let it touch the material being cut or the ground when the saw is running.
- Keep the blade sharpened but do not lower the depth gauge excessively when sharpening.
- Use a high chain speed when inserting or removing the blade from a cut.
- Cut only one piece at a time.
- Run the saw at full power when cutting.



The Kickback Zone

Chainsaws should be equipped with chain brake guide bars to help prevent kickback. Follow the safety precautions outlined in the manufacturer manual to minimise the risk of kickback.

7.4.2 Cross Cutting

Cross cutting generally refers to cutting a fallen tree (or similar) into smaller sections to be removed. Think ahead before you begin to cross-cut. You must understand how the material being cut will react to the cut. There are two main forces to consider: gravity and directional pressure.

Gravity

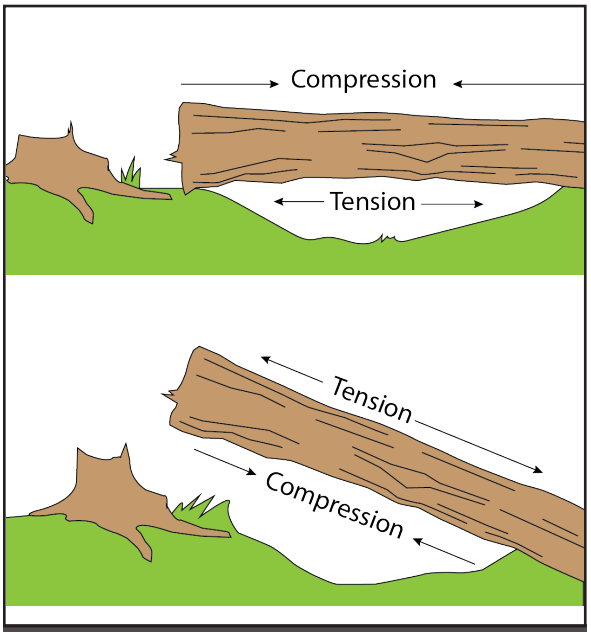
Determine which way the piece will fall or roll after it is cut and what will happen to the rest of the tree when you cut off a large, heavy length. You may need to chock the log so that it does not move or roll during or after cutting. In most cases you should stand uphill of the item being cut and cut the offside first. The offside is the side that is likely to move to when it is cut, normally the downhill side.

Directional Pressure

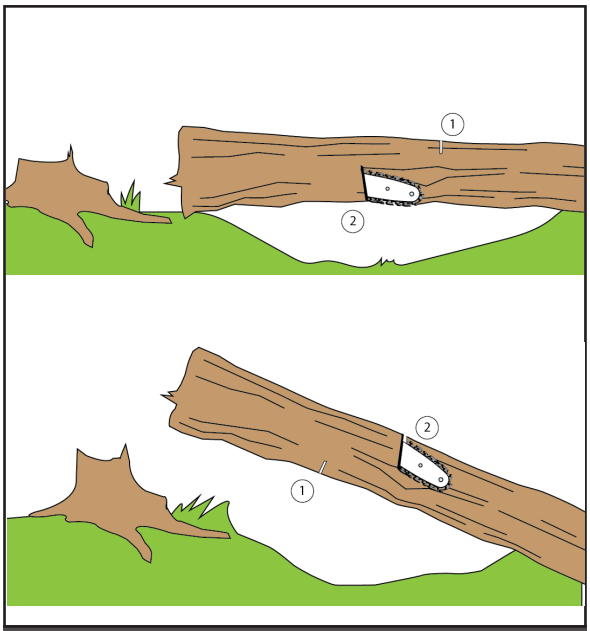
When a log is not lying flat, due to an obstacle, ditch or slope of the ground, different pressure is applied to areas of the log. Part of the log will be under tension, i.e. the wood fibres are being stretched and the opposite part of the log will be compressed, i.e. the wood fibres are being pushed together.

In the tension portion of the log, the chainsaw's cut (kerf) opens up as the cut is made. On the compression side, the kerf closes as the cut is made, potentially trapping the chainsaw in the cut.

To prevent this from happening, make a shallow cut in the compression side first to prevent the log from splitting. Then cut the log from the tension side.



Directional Pressure



Cut Compression Side First

NOTE

Always cut the compression side first and the tension side last to prevent pinching of the saw.

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8.3 Maintenance Checklist

The following chart is a suggested preventative operator maintenance checklist.

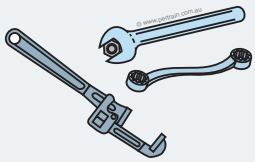
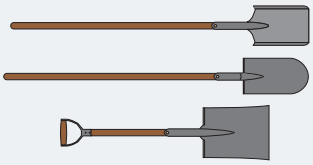
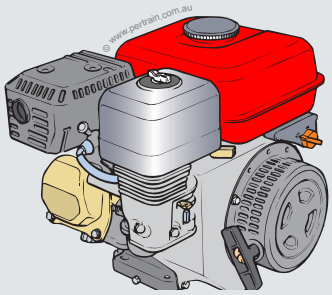
		Frequency			
Item	**Maintenance**	Before use	During Use	After Use	As Required
Air filter	Check and clean if necessary	•			
	Replace				•
	Examine		•		
Spark plug	Remove and clean, check gap				•
	Replace				•
Fuel tank	Check full (use correct mixture)	•			
Fuel tank vent	Clean		•		
Fuel tank filter	Clean				•
Chain	Fill oil tank	•			
	Check oiling system	•			
	Check tension	•	•		
	Inspect and sharpen (if required)	•			•
	Replace (if necessary)				•
	Brake (check operative)		•		
Cutter bar	Clean (including oil inlet and groove) turn			•	
	Inspect for wear and burrs			•	
Clutch	Check for slip		•		
Sprocket	Inspect			•	
Oil reservoir vent	Clean		•		
Oil filter	Clean or replace				•
Sawdust guard	Clean			•	
Starter rope	Inspect			•	
Screws, nuts and bolts	Inspect and tighten			•	
Muffler	Inspect				•
Cylinder fins and body of chainsaw	Clean			•	

NOTE

Always follow equipment manufacturer's guidelines.

Do not stow defective or damaged equipment. It is your responsibility to notify your supervisor that the equipment requires repairing or needs replenishment. Remember, damaged or poorly maintained equipment may pose a serious safety hazard, and will prevent a job from being done properly.

In general, all tools, plant and equipment should be stored under cover in a cool dry place. The following table contains recommended maintenance and storage hints for common tools and equipment.

Item	Maintenance	Storage
Hammers, axes	Check the handle for splinters and cracks. Ensure that the handle is firmly attached to the head.	Stow hammers in a toolbox to prevent tripping hazards and rusting.
Hand tools - wrenches, screwdrivers, etc 	Straighten the handle if required. Replace wrenches that have burred or worn edges.	Stow wrenches in a toolbox to prevent tripping hazards and rusting.
Hand saws	Keep the teeth sharp. Ensure that the handle screws (e.g. on a hacksaw) are tightened.	Protect the teeth with a sleeve.
Shovels, Spades, Crowbars 	Check the handle for splinters and cracks. Ensure that the handle is firmly attached to the blade.	Lean the tools against a barrier to prevent tripping hazards and rusting.
Petrol/Diesel Powered Plant and Equipment (e.g. chainsaw) 	Inspect the equipment for fuel, oil and coolant leaks. Ensure that fuel and other lines are firmly connected. Loose components should be tightened to manufacturer recommended tension. Guards should be secure and in place. Inspect air filters for dust or other material buildup, and clean regularly. Check equipment is lubricated. Inspect spark plugs for damage.	Store all petrol/diesel equipment in a dry, well-ventilated area, and away from extreme heat and dusty conditions.

12. Appendix

12.1 Terms and Acronyms

The following are terms commonly used on some sites. Space is provided for you to add terms and acronyms common to your site.

Term	Meaning
Job Safety Analysis (JSA)	A risk management process that focuses on job tasks to identify potential hazards, assess risks and determine suitable controls to manage risks. Also called a Job Step Analysis (JSA), Job Safety and Environment Analysis (JSEA) or Job Hazard Analysis (JHA).
Permits	Permits are required for certain jobs that have high risk potential. Some permits used on work sites include Hot Work Permit, Permit to Dig/Excavate, Confined Space and Work at Heights Permits.
Site Procedures (SOP)	Procedures are a legal requirement and outline the workplace method and processes for carrying out tasks safely and in an environmentally sustainable way. Procedures are developed after consultation with workers and are monitored and amended as required.
Safe Work Method Statement (SWMS)	A SWMS documents a process for identifying and controlling health and safety hazards and risks. A SWMS must be prepared for all high-risk activities.

NOTE

If you hear a term or acronym that you are unfamiliar with, ask your supervisor or co-workers what it means and add it to this list.

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