



<b>RISK RATING</b>  <b>1 HIGH</b>  <b>2 MEDIUM</b>  <b>3 LOW</b>	<b>SAFE WORK METHOD STATEMENT</b>  <b>Title: : Hand held posthole digger operation</b>  <b>Ref No: 1</b>	I approve the use of this Safe Work Method Statement:  <b>NAME:</b> _____ <b>POSITION:</b> Department <b>Manager</b>  <b>SIGNATURE:</b> _____ <b>DATE:</b> ___/___/___
		<b>Work Site/Project/Depot:</b>
<b>Critical Steps in this Activity:</b>	<b>Potential Hazards:</b>	<b>Safety Controls:</b>
<ul style="list-style-type: none"> <li>• Operation of a hand held posthole digger</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Underground services</li> </ul>	<ul style="list-style-type: none"> <li>• Contact dial before you dig and local companies for the location of cables and pipes prior to digging</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• Select equipment that is suitable for the tasks required- consider the type of soil (full of rocks and roots?), the depth and diameter of the holes, accessibility to the site, etc</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Accidents</li> </ul>	<ul style="list-style-type: none"> <li>• Before operating the equipment, read, understand and follow the manufacturer's operating manual and safety decals on the equipment</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Crushing</li> </ul>	<ul style="list-style-type: none"> <li>• Check that you are using the correct shear bolt (for hardness and length) that is specified by the equipment manufacturer to ensure that the shear bolt breaks when required and to prevent clothing from getting entangled with a shear bolt that is too long</li> </ul>

<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Sprains &amp; strains</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the auger point and cutting edges are in good condition and the equipment is in good working order</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Body injuries</li> </ul>	<ul style="list-style-type: none"> <li>• If you are using a one-or two-person hand-held unit, position yourself so that the handle does not hit you if the auger stops abruptly</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Back injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Always make sure when operating the auger you do this at a slow speed</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• Dig the hole in several steps by clearing the soil frequently. Removing the soil reduces the load on the digger and allows for better control</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Body injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Shut off the drive and stop the power source if the auger jams. Turn the auger backwards until clear</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Crushing</li> <li>• Entanglement</li> </ul>	<ul style="list-style-type: none"> <li>• Watch out for loose shirts, coats and bootlaces, which may get caught in auger</li> </ul>
<ul style="list-style-type: none"> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Cuts</li> <li>• Body injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Always make sure you turn off the power before cleaning out twigs or grass</li> </ul>

<ul style="list-style-type: none"><li>• <b>MEDIUM</b></li></ul>	<ul style="list-style-type: none"><li>• Body injuries</li></ul>	<ul style="list-style-type: none"><li>• Do not lock the drive control of the auger in an “on” position</li></ul>
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<b>License/Training</b>		<b>List Plant-Equipment</b>	
Drivers License Work Activity Induction Red Card		<i>Hand held digger</i>	
<b>List: /Personal Protective Equipment required for this Activity</b>	<b>List Equipment Maintenance Checks required for this Activity</b>	<b>Engineering Certificates</b>	<b>Hazardous Substance</b>
<i>Hi visibility clothing</i>  <i>Ear Protection</i>  <i>Eye Protection</i>  <i>Sunscreen</i>  <i>Safety Boots</i>	<i>Plant log sheet</i>	<b>Type</b>	<i>Petrol</i> <b>Type</b>
<b>Duties &amp; Responsibilities</b>			
To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment			

