

RIISAM203E

Use Hand and Power Tools

Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.

LEARNER GUIDE

RIISAM203E Use Hand and Power Tools

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and instructions.

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Evaluation Copy Only

1.1 Introduction

This course is based on the unit of competency **RIISAM203E Use Hand and Power Tools.**

You will learn about:

- ◆ Planning and preparing for work.
- ◆ Conducting routine checks.
- ◆ Using hand and power tools safely.
- ◆ Maintenance and other housekeeping tasks.



1.2 Work Safely

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



1.2.1 Health & Safety Rules

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Acts	These are laws that you have to follow.
Regulations	These explain what the law means.
Codes of Practice	These are instructions on how to follow the law, based on industry standards.
Australian Standards	These are guidelines that tell you what the minimum requirement is for a job, product or hazard.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

1.2.2 Operations Documentation

Before starting your work you need to make sure you have access to all operations documentation for the job. This will help you to do your work in the safest way and make sure all work is compliant.

Operations documentation includes:

- ◆ **Site details** – the information and safety requirements of the workplace environment (where you will be working).
- ◆ **Hazard details** – any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.
- ◆ **Task details** – instructions of what the work is or what you will be doing (this can include diagrams or plans). Also instructions on how to safely do the job.
- ◆ **Faulty equipment procedures** – isolation procedures to follow or forms to fill out.
- ◆ **Signage** – site signage tells you what equipment you need to have, or areas that are not safe to be in.
- ◆ **Emergency procedures** – instructions on what to do in emergency situations, for example if there is fire, accident or emergency where evacuation or first aid is needed.
- ◆ **Equipment and work instructions** – details of how to operate plant and equipment and the sequence of work to be done.



1.2.3 How to Keep Everyone Safe

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

To keep yourself and other workers safe you need to:



- ◆ Follow your instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out your work safely.
- ◆ Report any problems.

If you think something is dangerous tell your boss or supervisor as soon as possible.



Your worksite will also have instructions for working safely including:

- ◆ Emergency procedures, including using fire fighting equipment, first aid and evacuation.
- ◆ Handling hazardous materials.
- ◆ Safe operating procedures.
- ◆ Personal protective clothing and equipment.
- ◆ Safe use of tools and equipment.

Review Questions

1.	What information could you access to make sure your work is compliant?	<input type="checkbox"/>
2.	List 3 things that may be included in 'operations documentation'.	<input type="checkbox"/>
1. 2. 3.		

3.

How can you make sure you meet your Duty of Care requirements to keep yourself and other workers safe?



1.3 Work Instructions

You need to be clear about what work you will be doing. Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working. For example:

- ◆ **The Site** – Is there clear access for all materials and equipment? Are there obstacles in the way? Is the site ready for work to begin? Are there power sources available for you to use?
- ◆ **Traffic** – Are there people, vehicles or other equipment in the area that you need to keep an eye on? Do you need to get them moved out of the area? Do you need to set up barriers or signs to isolate your work area?
- ◆ **Hazards** – Are there dangerous materials to work around or think about? Will you be working close to other people? Are there tripping hazards?



You also need to make sure you have all of the details about the kind of work you will be doing:

- ◆ **The Task** – What kind of materials will you be working with? How long do you have to complete the work? Does the job need a special type of hand or power tool? Will you be working alone?
- ◆ **Tools and Equipment** – What type of hand and power tools will be used? Are they available?

1.3.1 Reading and Checking Your Work Instructions



All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site. This is especially important in projects that need to be completed in a particular sequence.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand the language or terminology being used in them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.



1.3.2 Work Method Statements



Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Work method statements are a great tool for organising your work activities and making sure you have completed everything. They will also outline the details of all tools, equipment and coordination with other workers relating to your job. Make sure all of these are available and ready before you start.

1.3.3 Safety Data Sheets

Before working with any dangerous goods or hazardous materials you will need to check the relevant Safety Data Sheets (SDS).

These are also known as Materials Safety Data Sheets (MSDS).

A Safety Data Sheet will detail:

- ◆ Any special handling practices required for particular materials.
- ◆ Any specific safety procedures to follow.
- ◆ Risk controls.
- ◆ Emergency procedures.



For hazardous material containers there is usually a placard or label attached which tells you the category of material, codes for handling issues and a contact number for expert advice.

1.3.4 Emergency Procedures

Emergency procedures will vary depending upon the worksite. These procedures could include:

- ◆ Emergency shutdown.
- ◆ Evacuation.
- ◆ First aid.
- ◆ Fire fighting.



1.3.4.1 Emergency Shutdown of Equipment



If there is a fire, emergency or accident you might need to use the emergency stop on the equipment you are using. This will turn the equipment off immediately.

You can also use the emergency stop if the equipment stops working properly or you lose control of the equipment.

1.3.4.2 Evacuation



Things to remember are:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.

1.3.4.3 First Aid

First Aid is the quick care given to an injured or ill person. Every site will have a First Aid Officer.

If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.



1.3.4.4 Fire Fighting Equipment

Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons.

Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.



Steps for using a fire extinguisher:

1. Evacuate the area.
2. Isolate the area.
3. Call emergency services or other designated on site procedure.
4. If it is safe to do so, use an extinguisher to attempt to control the fire using the PASS system.

The **PASS** system:

P	Pull the pin.
A	Aim at the base of the fire.
S	Squeeze the trigger.
S	Sweep the base of the fire.

Contact your site emergency management team as soon as possible and call the fire brigade on 000.

Review Questions

4.	What details about the work area can you get from your work instructions?	<input type="checkbox"/>

5.

Who should you confirm your work requirements with?

6.

What is a Work Method Statement?

7.

List 3 details that will be shown in a Safety Data Sheet.

1.

2.

3.

8.

What emergency situations are generally outlined in site emergency procedures?



1.4 Hazard Identification & Control



Before you start work, you need to check for any hazards or dangers in the area.

If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.

1.4.1 Identifying Hazards

Part of your job is to look around to see if you can find any hazards before you start any work. A hazard is the thing or situation with the potential to cause injury, harm or damage. When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

Area to Check	Examples of Possible Hazards
Up High: Above Your Head	<ul style="list-style-type: none">◆ Obstructions.◆ Power lines.◆ Trees.◆ Scaffolding.◆ Cranes.
All Around You: at Eye Level	<ul style="list-style-type: none">◆ Other workers, equipment and machines.◆ Hazardous materials.◆ Structures.
Down Low: on the Ground (and what might be under the ground)	<ul style="list-style-type: none">◆ Electrical cords and cables.◆ Compressed air tanks.◆ Surface condition and weight-bearing ability.◆ Spills.◆ Debris.◆ Underground services.

1.4.2 Controlling Hazards

After you have found hazards or dangers you need to work out how bad they are:



Thinking about these things will help you to choose how to control the hazards.

Hazards controls need to follow:

- ◆ Legislation (laws).
- ◆ Australian Standards.
- ◆ Codes of Practice.
- ◆ Manufacturers' specifications.
- ◆ Industry standards.

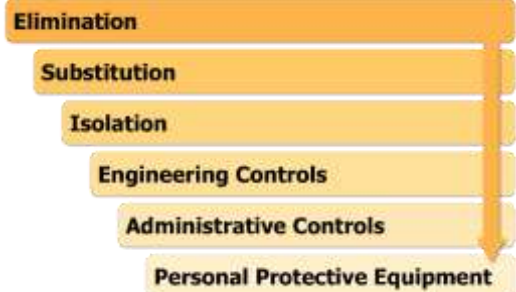
The best way to control hazards is to use the Hierarchy of Hazard Control.

This is the name given to a range of control methods used to eliminate or control hazards and risks in the workplace.

You start at the top of the list and see if you can take away (eliminate) the hazard or danger.

If you can't take it away you move down the list to see if you can swap it for something safer (substitution).

Keep working through the list until you find something that controls that hazard or danger.



This table shows you the 6 different types of controls in order from best to worst:

1. Elimination	Completely remove the hazard. This is the best kind of hazard control.
2. Substitution	Swap a dangerous work method or situation for one that is less dangerous.
3. Isolation	Isolate or restrict access to the hazard.
4. Engineering Controls	Use equipment to lower the risk level.
5. Administrative Controls	Site rules and policies attempt to control a hazard. This includes using signage to warn people of danger. It also includes permits and other procedures to stop access to a dangerous area or situation.
6. Personal Protective Equipment	The least effective control. Use PPE while you carry out your work. This should be chosen when planning your work, and checked before starting the job.

Hazard control measures need to be put in place before you start your work, or as soon as you see a hazard while you are doing your work. Hazard controls can sometimes be listed in your work instructions or you can ask your boss or supervisor for help.

Once a hazard control is in place you will need to check to make sure it is working well to control the hazard or danger.

Talk to your supervisor or safety officer if you are not sure if it is safe enough to carry out your work. If you think the hazard is still too dangerous you should not try to do the work.



1.4.2.1 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is clothing and equipment designed to lower the chance of you being hurt on the job. It is required to enter most worksites.



It includes:

- ◆ **Head protection** – hard hats and helmets.
- ◆ **Foot protection** – non-slip work boots.
- ◆ **Hand protection** – gloves.
- ◆ **Eye protection** – goggles, visors or glasses.
- ◆ **Ear protection** – plugs or muffs.
- ◆ **Breathing protection** – masks or respirators.
- ◆ **High-visibility (hi-vis) clothing** – clothing that makes you stand out and lets other people know where you are.
- ◆ **Weather protection** – clothing that protects you from the sun or from the cold.

Make sure any PPE you are wearing is in good condition, fits well and is right for the job.

If you find any PPE that is not in good condition, tag it and remove it from service. Tell your supervisor about the problem and they will organise to repair or replace the PPE.

