



Safe Operating Procedures Garden Hand Tools.

This range of hand tools will usually include the following:

- Hand pruning saw for cutting branches.
- Shovel / Spade.
- Secateurs.
- Weeding Trowel.
- Mulch Fork.
- Garden Clippers.
- Rake.
- Hoe.

OPERATIONAL SAFETY CHECKS – Hand Pruning Saw

- Inspect the condition of the saw teeth.
- When using saw apply pressure on the pulling stroke. Avoid excessive effort as this may cause the blade to jam.
- Take care to protect the sharp, exposed teeth of any hand saw blade and hole saws.
- Hold hand on branch more than 20cm from the cut as the saw can jump and cause hand injury.
- Do not cut a branch with a hand pruning saw greater than 25mm diameter.
- Wear suitable PPE including gloves and safety boots.
- Spray the blade with lubricant spray after use.

OPERATIONAL SAFETY CHECKS – Shovel / Spade

- Inspect the condition of the shovel / Spade prior to use. Report any issues.
- When lifting soil. Avoid pivoting the lower back.
- Hold the shaft of the shovel / spade lower down closer to the blade.
- Use the foot to launch the blade into the soil prior to lifting.
- Use a wheelbarrow to transport soil.
- Wear suitable PPE including gloves and safety boots.
- Take regular breaks and alternate work with other colleagues when using shovel.

OPERATIONAL SAFETY CHECKS – Secateurs

- Inspect the condition of the secateurs prior to use. Report any issues.
- Store the secateurs in the holster around your waste when not in use.
- Do not cut a branch greater than 20mm diameter.
- Wear suitable PPE including gloves and safety boots.
- Spray secateurs with a suitable lubricant spray after use.

OPERATIONAL SAFETY CHECKS – Weeding Trowel

- Inspect the condition of the weeding trowel prior to use. Report any issues.
- Do not use in the vicinity of irrigation pipes.
- Wear suitable PPE including gloves, eyewear and safety boots.

OPERATIONAL SAFETY CHECKS – Mulch Fork

- Inspect the condition of the mulch fork prior to use. Report any issues.
- When lifting mulch. Avoid pivoting the lower back.
- Hold the shaft of the fork lower down closer to the blade.
- Use a wheelbarrow / garbage bin to transport mulch. Don't overfill the barrow or bin.
- Wear suitable PPE including gloves, eyewear and safety boots.

OPERATIONAL SAFETY CHECKS – Clippers

- Inspect the condition of the Clippers prior to use including blade sharpness. Report any issues.
- Trim greenery and don't place hands in the path of the blade.
- Wear suitable PPE including gloves, eyewear and safety boots.

OPERATIONAL SAFETY CHECKS – Rake

- Inspect the condition of the rake prior to use. Report any issues.
- When using the rake. Avoid pivoting the lower back.
- When raking top soil hold the rake close to the body and avoid over stretching
- Wear suitable PPE including gloves, eyewear and safety boots.

OPERATIONAL SAFETY CHECKS – Hoe

- Inspect the condition of the hoe prior to use. Report any issues.
- When using the rake extend front leg to hoe.
- Wear suitable PPE including gloves, eyewear and safety boots.

HOUSEKEEPING

1. Leave the work area in a safe, clean and tidy condition.
2. Wipe all Garden Hand Tools clean, and return them to their appropriate storage rack in the trailer.
3. Regularly maintain the condition of garden hand tools.

POTENTIAL HAZARDS AND RISKS

- Lacerations from sharp cutting edges
- Pinch and squash
- Dust and splinters
- Eye injuries

Date of last review: __13th May 2025__

Signature: _____Andrew Cottam_____

Due North Gardens (ABN 62783775317)

