1. Purpose

To ensure that all hand tools are maintained in good condition, safe for use and correctly used.

2. Scope

This Standard applies to all operations and activities of the South African Forestry Company Limited (SAFCOL) and its subsidiaries including Komatiland Forests (Pty) Limited (KLF) and Indùstrias Florestais de Manica, SARL (IFLOMA) and all Contractors.

3. Standard

a) ALL hand tools used on site shall be maintained in good condition and shall be safe for use. Personal hand tools and hand tools belonging to contractors shall be subject to the requirements and provisions of this Standard.

b) Where required, hand tools shall be fitted with handles. Handles shall be fitted to each individual hand tool. The sharing of handles between tools (e.g. files) is not permitted. Only approved handles shall be used. Homemade handles are strictly prohibited.

c) Appropriate hand tools shall be used according to the task performed. Hand tools shall only be used for the purposes for which they were designed. (e.g. Screw-drivers may not be sharpened and used as chisels and hacksaw blades may not be sharpened and used as knives.)

d) Makeshift and homemade hand tools may not be used on Company premises. The right tools will be made available to enable the task to be performed safely.

e) Chisels and punches shall be regularly ground down to prevent burring and mushrooming of the head.

f) Hand tools shall be kept clean and shall be neatly stored in toolboxes or tool cupboards when not in use. Sharp edges and blades shall be suitably covered.

g) All hand tools shall be inspected monthly according to a standard checklist and the findings recorded on the Checklist.

h) Defective hand tools shall immediately be withdrawn from the workplace and repaired/replaced or destroyed as appropriate.

i) Explosive powered tools (e.g. Hilti-guns) shall be identified by means of a number and entered into a register.

j) Explosive powered tools and their accessories shall be stored in a secure facility under lock and key and shall not be issued to any person unless he/she is trained and competent to use such tools.

k) A detailed record shall be kept of all explosive powered tool and accessory issues and returns.

3.1 CHAINSAWS AND BRUSHCUTTERS

a) All Chainsaw and Brushcutter Operators shall be trained by an accredited training institution and certified competent. No person shall operate a chainsaw or brushcutter unless he or she has been properly trained.

b) Operators shall be retrained at such intervals as management may deem necessary from time to time. Refresher training shall be conducted at intervals not exceeding 12 months.

c) Operators shall inspect and service their machines daily according to a prescribed checklist. A record of all such inspections and servicing shall be kept.

d) Machines shall be serviced by an approved service provider at weekly and monthly intervals as required.

e) Records shall be retained of all servicing, inspections and repairs.

4. Responsibility

Business Unit/Centre Managers are responsible to ensure compliance with the requirements of this Standard.

5. Records

Record	Responsibility	Where kept	Retention
Hand Tool Inspection Checklists	BU/Centre Manager	IMS	12 months
Chainsaw/Brushcutter maintenance records	BU/Centre Manager	IMS	Indefinite
Operator Training Records	BU/Centre Manager	Platorand	Indefinite

6. References

IMS Manual	OHSAS 18001:2007	ISO 14001:2004	ISO 9001:2000
FSC	**NOSA**	**Aspect /Impact/Hazard Register**	**Legal**
	Element 4.4.6.23	Impacts Risks	

7. Definitions

Hand Tools: means any tools that are not powered by any means and are operated exclusively by hand, including but not limited to hammers, chisels, files, screwdrivers, hacksaws, brooms, wheelbarrows, trolleys, spanners, spades, pliers, Stanley-knives, etc.

8. Amendment Control

	Amendment details	Date
1		
2		
3		
4		
5		