









**SWP - 12**

**HISTORY WITH A FUTURE**

Protective Equipment	Stages Action - Brief description of what to do in the right order	Hazards Applicable to each stage	Key Points How to do it - identify equipment, safety, quality and performance requirements	Protective Equipment Required
1  EYE PROTECTION MUST BE WORN	MAINTENANCE CHECKS (BEFORE USE)	CUTS ABRASIONS	Ensure points on cutters are sharp and extend from cylindrical section outwards i.e., have not been flattened from continuous thumping on ground, trying to free trapped soil. Ensure plunger works freely. <b>Note:</b> Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	2 3 11 12
2  PROTECTIVE CLOTHING MUST BE WORN	USING POST HOLE BORER	STRAINS CUTS ABRASIONS	Conduct Work Safe Check. Warm body by performing warm up and stretching exercises. When using for prolonged time periods, or awkward positions have frequent rest breaks or rotate workers.	1 2 3 4
3  FOOT PROTECTION MUST BE WORN			Place borer over position requiring hole, space feet apart so that body is balanced, and grasp borer handles. Turn handles in a clockwise manner until cylindrical section is full of earth, tamp well with plunger and lift from hole placing the earth away from immediate area.	11 12
4  HAND PROTECTION MUST BE WORN			Continue this practice until hole is to the required depth. If it is found that rocks or hard ground are preventing the borer from finishing the task, the use of a crowbar to loosen these may be required. If the ground is damp or of a clay nature the operator may find the removal of this from the borer to be difficult.	
11  REFLECTIVE VEST MUST BE WORN			Do not bash the borer against the ground or a wall etc. as this will flatten the side cutters making the tool useless. It may be necessary to use a small trowel or similar to scrape the clay or mud from the borer. <b>Note:</b> Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	
12  SUN PROTECTION MUST BE WORN	AFTER USE CARE		Once task has been completed store in safe area.	