

# Work Safe With Zero Injuries







## STANDARD WORK PROCEDURES USE OF SHOVEL



Yellow Footed Rock Wallaby Preservation Association Inc  
PO Box 376, Campbelltown SA 5074

### SWP - 14

### 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		MAINTENANCE CHECKS (BEFORE USING)	STRAINS CUTS ABRASIONS	Check handle is not splintered, loose or defective. Check that blade is sharp and is not distorted or broken. <b>Note:</b> Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	2 3 11 12
2		USING SHOVEL	STRAINS CUTS ABRASIONS EYE INJURY	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.  The shovel can be used in a variety of ways such as scraping, skimming, digging and shoveling dirt, etc. In all cases shovel must be held with two hands, one holding handle grip and the other holding handle where comfortable or near neck of shovel blade. When using in solid ground, loosen with pick or crowbar.  <b>Note:</b> Any faults, attach "Out of Service Tag" and report it to Infrastructure Manager.	1 2 3 11 12
3					
4					
11					
12		AFTER USE CARE		Once task has been completed clean, store in safe and secure location.	2 3 11 12

Authorizing Officer \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_ Review Date 19/03/2018