



Use hand tools

MEM18001C

By the end of this topic, you should be able to:

- Use hand tools
 - For example:
- Maintain hand tools

- When setting up for work tasks, you should familiarise yourself with the following:
 - Task requirements
 - Plans, drawings and specifications
 - Speak to your supervisor
 - Apply active listening when receiving instructions
 - Clarify any unclear instructions with your supervisor

- When setting up for work tasks, you should familiarise yourself with the following:
 - Work area
 - Identify any WHS hazards, such as:
 - Potential injury due to user inexperience with tools
 - People and traffic in work areas who may be injured
 - Report hazards to your supervisor within a timely fashion – especially emergency situations

- When setting up for work tasks, you should familiarise yourself with the following:
 - Available PPE and safety equipment
 - PPE may include: Gloves, goggles, hard hat, hearing protection, protective clothing, work boots
 - Safety equipment may include: Signage and barricades (e.g. safety cones, flagging tape/nets)

- When setting up for work tasks, you should familiarise yourself with the following:
 - Hand tools required for the work task
 - Ensure they are appropriately selected, prepared and used for the task, following manufacturer recommendations
 - Ensure that you have received proper training and instruction to use each tool (e.g. from supervisor/experienced workers or by reading operator's manual/guide)

Types of hand tools



Tape measure

Used to measure lengths and distances



Pliers

Used for bending and compressing materials (e.g. irrigation components)



Spark plug spanner

Used install or remove spark plugs

Types of hand tools



Folding pruning saw

Used for pruning branches.
Blades must be replaced,
not sharpened.



Secateurs

Used for pruning tree
branches and shrubs.
Blades must be sharpened.



Budding knife

Used for plant grafting and
budding.
Blade must be sharpened.

Types of hand tools



Post hole shovel
Used to dig holes for posts



Square mouth D-handle shovel
Used to move materials off a flat surface



Round mouth shovel
Used to move materials from a pile

Types of hand tools



Mattock

Used for digging and removing weeds



Crowbar

Used to dig holes, cut up trenches, break up soil and pry materials apart



Pick

Used to break up rocky surfaces, concrete or hardened dry earth

Types of hand tools



Nail rake

Used to spread rocks
Can be turned over to
even out sand



Hand trowel

Lifts plants and soil

- Any faulty items should be reported to your supervisor
 - Follow the 'Stop, Tag, Report, Record' (STRR) approach:
 - Stop using the equipment
 - Tag the faulty equipment
 - Report the faulty equipment to your supervisor
 - Record the details of the fault

- Examples of common faults include:
 - Damage to handles (e.g. splintering on wooden handles)
 - Materials becoming stuck to tools (e.g. concrete, sap from plants)
 - Tools becoming damaged (e.g. blunt or bent)

- After using hand tools, you should endeavour to maintain them to increase their working life
- Maintenance tasks may include:
 - Cleaning, lubricating, tightening, simple tool repairs (e.g. sanding and oiling splintered wooden handles), hand sharpening and adjustments

Be sure to follow the manufacturer's recommendations or operator's manual for guidance on how tools should be used, maintained and stored

- As part of clean-up processes, you should:
 - Maintain, clean and store tools and equipment according to manufacturer's specifications
 - Report faults that are discovered
 - Store tools in a dry, sheltered environment
 - Store similar tools together for easy access
 - Record and report work outcomes to your supervisor