

Health & Safety Management Plan

Appendix B –Specific Policies and Procedures

6. Power Tool Policy

Policy Statement

We are committed to ensuring the safety of those carrying out work using power tools.

Purpose

From time to time those involved in church property maintenance may consider using power tools. The procedures below are aimed at preventing harm from the use of these tools, many of which have significant associated dangers.

General requirements

Before work begins, vestry must ensure that someone with appropriate competency assesses the power tool's suitability for use. Only those experienced (and with a proven competency) in use of that particular power tool are permitted to work with it. In all cases:

- a risk assessment must be carried out and measures put in place to minimise risk
- tools must be well maintained and serviced
- use must be in strict adherence to manufacturer's instructions
- all appropriate protective gear must be worn, eg safety glasses, earmuffs, safety gloves and boots, etc.
- preferably work should not be carried out alone, but, if it is, a check-in system must be put in place to ensure another person is aware of the worker's intentions and can make phone contact
- a first aid kit must be available on site.

Chainsaws

Chainsaws may be used only by those with certain minimum qualifications.

Trimming small branches and cutting logs for firewood:

All chainsaw operators must hold the following minimum qualifications, training for which is readily available, or demonstrate the equivalent experience:

- NZQA unit standard 6916 – demonstrate knowledge of the rules relating to chainsaw use
- NZQA unit standard 6917 – demonstrate basic chainsaw operation.

All chainsaw operators must follow the safety measures itemised above and, in particular, must wear the following protective gear:

- hi-visibility helmet
- earmuffs – grade 5
- visor or safety glasses

- hi-visibility shirt, vest or coat
- protective chainsaw legwear, chaps or trousers
- safety boots, steel capped leather boots or chainsaw resistant gumboots.

Tree felling

Only loggers or arborists with the appropriate qualifications may fell trees. Work must not be carried out without someone else being present.