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		Revision	00
		Date	22/09/2025
This manual aims to guide the user in the safe and efficient use of this product			

1. IDENTIFICATION OF THE JOB AND TASKS

Shovels and spades are used for digging, moving, loading, or leveling soil, gravel, sand, compost, snow, or other loose materials in gardening, agricultural, and light construction tasks.

2. RISK ASSESSMENT

2.1. Hazard Identification

1. Cutting and Amputation Hazards

- Possibility of serious cuts or amputations when handling blades or sharp edges, both during use and during transport or maintenance.
- Risk of cuts, punctures, or abrasions from contact with metal edges, points, thorns, or abrasive surfaces.
- Danger of injuries when sharpening or replacing components without proper protection.

2. Impact and Projection Hazards

- Accidental strikes to people or nearby objects from the handle, head, or moving tool.

3. Ergonomic, Postural, and Repetitive Motion Hazards

- Muscle fatigue or pain in the arms, shoulders, back, or knees due to repetitive, prolonged use or excessive material load with the shovel.
- Injuries from awkward or forced postures (bending, squatting, overloading wrists or back).
- Rashes, irritation, or chafing from repeated friction or poor glove fit.

4. Fall, Trip, and Loss of Control Hazards

- Falls or trips when working on uneven, wet, or sloped surfaces.
- Loss of tool control due to loose handles, worn heads, or material deterioration.
- Slips due to poor grip, wet gloves, or inappropriate gloves.

5. Hazards Due to Poor Condition or Incorrect Use

- Tools in poor condition (loose handles, detached heads, worn or improperly sharpened blades) that increase the risk of accidents.
- Incorrect use of the tool, which may cause harm to both the user and the equipment.

6. Chemical and Environmental Contact Hazards

- Irritation or skin reactions from contact with plants or wet soil.

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2.2 Risk Assessment

Hazard	Consequence	Likelihood	Severity	Risk
Cutting and Amputation	Injuries to hands or feet	Low	Medium	Medium
Impact and Projection	Minor bruises to others/objects	Medium	Low	Low
Ergonomic, Postural, and Repetitive	Pain/fatigue in back, shoulders, and arms	Medium	Medium	Medium
Falls, Trips, and Loss of Control	Falls/trips; loss of control	Medium	Medium	Medium
Poor Condition or Incorrect Use	Accidents due to worn handle/head/blade	Medium	High	High
Chemical/Environmental	Skin irritation from contact	Low	Low	Low

2.3. Preventive Measures for Identified Hazards

• **Cutting and Amputation Hazards**

- Wear protective gloves to reduce the risk of cuts, abrasions, or punctures to the hands.
- Keep feet protected with safety footwear to avoid injuries from contact with sharp edges.
- Always maintain a balanced posture and avoid sudden movements during use.
- Conduct training on proper tool handling techniques.
- Keep the shovel or spade blade in good condition for safe use.
- Do not use tools with defects, cracks, or excessive wear.

• **Impact and Projection Hazards**

- Maintain a safe distance from other people during operation.

• **Ergonomic, Postural, and Repetitive Motion Hazards**

- Take regular breaks to avoid muscle fatigue.
- Apply ergonomic techniques to reduce strain on shoulders, back, and joints.
- Alternate tasks to avoid prolonged repetitive movements.
- Avoid lifting excessive weights that may cause muscle injuries.
- Use tools adapted to the size and strength of the worker.

• **Fall, Trip, and Loss of Control Hazards**

- Maintain a stable posture with feet shoulder-width apart.
- Work on firm, clean, and obstacle-free surfaces.
- Avoid using the tool in adverse weather conditions.
- Keep the work area tidy to reduce the risk of trips and falls.

• **Hazards Due to Poor Condition or Incorrect Use**

- Inspect the tool before each use to ensure it is in good condition.
- Replace worn or damaged parts immediately.

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- Store tools in safe, dry, and organized locations.
- Transport tools properly to avoid accidental damage.
- **Chemical and Environmental Contact Hazards**
- Use appropriate gloves if frequent contact with wet soil or plants that may cause irritation occurs.
- Use suitable PPE if there is prolonged direct contact with contaminated materials.

2.4. Corrective Measures in Case of Accident

Cuts or Amputations

- Apply first aid: apply direct pressure on the wound, disinfect, and bandage.
- In case of severe injuries, seek immediate medical attention at an emergency center.
- Inspect the tool before using it again to ensure it is in good condition.

Impacts or Projections

- Check the tool and the work area before continuing.

Ergonomic, Postural, or Overexertion Injuries

- Stop the task if pain or numbness occurs in the arms, shoulders, or back.
- Perform gentle stretches and rest before resuming work.
- Consult a doctor if the pain persists or worsens.

Falls, Trips, or Loss of Control

- If a fall occurs, stop the activity and check for fractures.
- Seek help if it is not possible to move safely.
- Clean and organize the work area before resuming activity.

Accidents Due to Poor Condition or Incorrect Use

- Stop using the tool if damage, looseness, or excessive wear is observed.
- Repair or replace defective parts immediately.
- Store the tool in a safe, dry place before using it again.

Accidents from Environmental Contact

- In case of skin irritation, wash the affected area with soap and water.
- Avoid contact with plants or wet soil that may cause a reaction.
- Consult a doctor if symptoms persist or worsen.

2.5. Evaluation of the Effectiveness of Measures

- The effectiveness of these measures will be evaluated by verifying that, after their implementation, the situation has been safely controlled, the user has received the necessary attention, and the tool has been inspected or repaired before resuming work.
- Additionally, it is recommended to periodically check the condition of the tool and compliance with safety regulations, adapting measures if new hazards arise in the work environment.

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3. INSTRUCTIONS FOR USE

3.1. Considerations for Preparing Use

- Keep the work area free of people, animals, and obstacles.
- Verify that the tool is in good condition and has no visible damage.
- Maintain the blade in good condition to ensure efficient and safe work.
- Use appropriate personal protective equipment (PPE).
- Work in a clear, firm, stable, and well-lit area.
- Avoid distractions, fatigue, or using the tool under the influence of alcohol, drugs, or medication.
- Select the appropriate tool and know the correct technique for use.
- Keep a basic first aid kit nearby.
- Store the tool safely and securely when not in use.

3.2. Considerations During Use

- Always maintain a stable and secure posture.
- Hold the tool firmly, using both hands if necessary.
- Avoid using the tool with wet hands or on slippery surfaces.
- Use the tool only for the function intended by the manufacturer.
- Keep the work area free of people and animals.
- Do not force the tool or apply more force than necessary; allow it to work according to its design.
- Take regular breaks to avoid fatigue and overexertion.
- Stay focused on the task, avoiding distractions.
- Direct cuts, strikes, or movements away from the body at all times.
- If the tool becomes stuck, never handle the blade or risk area; release it with gentle movements or following the proper procedure.

3.3. Warnings

- The tool is dangerous; improper use may cause accidents and legal liability.
- Keep out of reach of children or untrained persons.
- Do not use the tool under the influence of alcohol, drugs, or medication.
- Do not use the tool under inadequate visibility conditions.
- Sharp element.
- Wear safety footwear.
- Wear safety gloves.
- Keep other people out of the work area.
- Consult the instruction manual.

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4. MAINTENANCE AND STORAGE

4.1. Cleaning

- Clean the tool after each use to remove soil, dust, or material residues.
- Thoroughly dry metal parts to prevent corrosion.
- Apply protective oil or anti-corrosion product to blades and edges.

4.2. Inspection

- Check that blades, edges, or tips are not chipped, bent, or cracked.
- Ensure the handle is firm, free of splinters, cracks, or looseness.
- Inspect joints, screws, or rivets and tighten them if necessary.

4.3. Storage

- Store in a dry, clean place, protected from moisture.
- Keep out of reach of children and unauthorized persons.
- Hang or store on appropriate supports to avoid deformation and falls.
- Do not leave the tool exposed to the elements or in direct contact with wet ground.

4.4. Specific Maintenance

- Inspect and replace handles if they show signs of wear.

4.5 Reciclaje y medioambiente

- When the tool is no longer functional, dispose of it according to local waste regulations.
- Properly separate the different materials.
- Deposit metal components at authorized recycling points.
- Avoid leaving tools in the natural environment.

5. CONTACT AND SUPPORT

If you have any questions or need further assistance, do not hesitate to contact our customer service:

- **Email:** comercial@bellota.com
- **Phone:** 0034 943 73 90 00
- **Website:** www.bellota.com

We appreciate your trust in our products and are committed to ensuring your safety and satisfaction