Safe Work Procedure

**DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using Bench Shears | | | | | | | | |
| Bench Shears 100_0213 | | | | | | **Potential Hazards:** Exposed moving parts with the potential to cause harm through exposure to impact and cutting, shearing, sharp objects, crush and pinch points, electricity, slips, trips and falls. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Ensure bench shears are securely fastened to a bench or purpose designed stand. * Guards or safety devices must never be removed or adjusted, except by an authorised person for maintenance purposes. * Shearing edges should be maintained in good condition, be distortion free and correctly adjusted. * Working parts should be well lubricated and the blades free of rust and dirt. * Ensure no slip/trip hazards are present in workspaces and walkways. * Sufficient space must exist around the machine to prevent accidental contact with passers-by. * Ensure operator is familiar with, and checks all machine operations and controls. * Faulty or suspect equipment must not be used and immediately reported.   2. Operation:   * Never use bench shears for cutting metal that is beyond the machine’s capacity with respect to thickness, shape, or type. * Material should be properly supported during cutting and industrial type gloves should be worn to protect the hands.   + Use supports for long material and use signage to indicate any tripping hazard.   + Manual handling tasks should be assessed and appropriate procedures put in place.   + Hold material securely to prevent it tilting during the cut.   + Ensure fingers and limbs are clear before operating the bench shears.   3. POST-Operation:   * When not in use this machine must be locked by, for example, a stout pin through the hole in the blades and kept in place by a padlock. * Leave the work area in a safe, clean and tidy state. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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