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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [x]  | [ ]  | [x]  | [ ]  | [x]  | [ ]  | [x]  |
|  **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.
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| **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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