Safe Work Procedure

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

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| Description of Work: | | | Using a Guillotine | | | | | | | | |
| **guillotine- shearer** | | | | | | **Potential Hazards:** Exposed moving parts with the potential to cause harm through exposure to sharp objects and crush and pinch points. | | | | | |
| **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:   * Task (e.g. Drawings, instructions, specifications etc.) is clearly understood. * Ensure all guards are in place. * Remove all tools and scrap materials from the bed, top and slides of the machine. * Parts should be well lubricated, free of dirt and free of dust. * Identify ON/OFF switch and emergency stop button (if applicable).   2. Operation:   * Do not attempt to cut material beyond the capacity of the machine. * Never attempt to cut rod, strap or wire with this machine. * Use correct lifting procedures when handling large sheets of material. * Take extreme care during the initial feeding of the work piece into the machine. * The work piece should always be held as far back from the edge being fed into the guillotine. * Ensure fingers and limbs are clear before activating the guillotine. * Hold material firmly to prevent inaccurate cutting due to creep. * Ensure operator is aware of his/her feet position to avoid accidental contact with the foot operated lever.   3. POST-Operation:   * Remove all off-cuts to appropriate areas. | | | | | | | | | | | |
| **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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