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 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:* 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.
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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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