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 an Engraver – Portable | | | | | | | | |
| **Engraver - Portable  SDC10495** | | | | | | **Potential Hazards:** Hot parts and electrical hazard with the potential to cause harm through exposure to heat and fumes. | | | | | |
| **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:   * Ensure task (e.g. Drawings, instructions, specifications etc.) is clearly understood. * Ensure appropriate parts are attached to engraver for the task to be completed. * Ensure that loose clothing is restricted. * Ensure work area is appropriately ventilated. * Ensure piece of work is clamped/fixed to bench * Identify ON/OFF switch.   2. Operation/Task:   * Keep hands clear of work piece and away from element.   3. POST-Operation/Task:   * Allow heated tip to cool prior to putting in storage area. * Ensure good housekeeping practices are in place to minimise dust build-up | | | | | | | | | | | |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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