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 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:* 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
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| **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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