

SAFE WORKING PROCEDURE

Task	USING THE MEDIUM GUILLOTINE <small>ONLY AUTHOURISED PERSONNEL TO UNDERTAKE THIS TASK</small>
Plant, Equipment and/or Hazardous Substances	Kleen Guillotine.
“Before” checks	<ul style="list-style-type: none"> • Ensure and check that all guarding is in place and operational. • <i>Ensure material behind the machine has been cleared, otherwise machine will not activate, as it believes there is someone behind!</i>
Operating Procedure	<ul style="list-style-type: none"> • Clear any obstructions from machine and surrounding area before work begins. • Switch machine on. • Place material under clamps • Ensure that hands/fingers are not placed underneath material as it is being placed into machine for cutting. • Once material has been clamped, do not push it until cutting sequence is completed • If possible, ensure fingers/hands are off material before depressing foot pedal • Clear all material including off-cuts upon completion of job.
PPE	Safety boots, Glasses, Riggers Gloves, Hearing Protection
Safety Warnings	<ul style="list-style-type: none"> • ONLY CUT OUTSIDE OF MACHINE TOLERANCES SO AS NOT TO OVERLOAD THE CAPACITY OF THE MACHINE <u>MAXIMUMS:</u> • 8mm STEEL • 10mm ALUMINIUM • Make sure hands are not between material and table when you depress foot pedal • Wear gloves to ensure you are not cut by sharp pieces of material. • DO NOT MOVE OR ALTER GUARDS • Do not place hands/fingers under guards • Make sure when cutting, that material is properly slung and also secured by lockdowns so as to ensure your safety, and safety of others
Completion	<ul style="list-style-type: none"> • Clear all material including off-cuts upon completion of job.
Storage	
Additional Information / Instructions	<ul style="list-style-type: none"> • Only appropriately trained & authorised employees are to operate this plant • When lifting material onto bed, ensure that safe lifting procedures are adhered to. • If load is too heavy for 1 person, seek assistance or use a crane
Lock Out &/or Tag Out/Spillage	<ul style="list-style-type: none"> • Notify your Leading Hand. • Write your name and date details onto the Tag (available from a designated Tag Station) • On the back of the tag, explain in the Remarks section what you believe to be wrong and making the equipment/process unsafe. • Place a tag out label on the equipment where it is most visible. • Complete a Maintenance Request Form.

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