

STANDARD OPERATING PROCEDURE

Metal Cutting Guillotine

DO NOT use this machine unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when operating this equipment.



Safety footwear must be worn when operating this equipment.



Rings and jewellery must not be worn when operating this equipment.



Long and loose hair must be contained when operating this equipment.



Hearing protection must be worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.



Close fitting/protective clothing must be worn when operating this equipment.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 1984.**
2. Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space.
3. Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.
4. Working parts should be well lubricated and free of rust and dirt.
5. The area around the machine must be adequately lit and kept free of materials, which might cause slips or trips.
6. Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.
7. Familiarise yourself with and check all machine operations and controls including lockable E-stop.
8. Ensure cutting table is clear of scrap and tools.
9. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Do not attempt to cut material beyond the capacity of the machine.
2. Where adjustable, ensure blade clearance is correct to material thickness.
3. Never attempt to cut rod, strap or wire with this machine.
4. Use correct lifting procedures when handling large sheets of material.
5. Take extreme care during the initial feeding of the work piece into the machine.
6. Strong gloves are to be worn when feeding large sheets of material through this equipment.
7. Ensure hands are clear of cutting area before actuating the guillotine.
8. When cutting ensure feet are positioned to avoid contact with the foot operated lever.

HOUSEKEEPING

1. Switch off the equipment, engage the E-stop.
2. Return all tooling and fixtures to the correct storage location.
3. Display a completed "Equipment in Use" notice if the machine is set up and/or in use but unattended
4. Leave the machine and work area in a safe, clean and tidy state after job is completed.
5. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Sharp edges and burrs
- Crush and pinch points
- Handling metal sheets
- High noise levels when cutting

FORBIDDEN

- Distracting operator
- Removal or modification of safety devices

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.