

## STANDARD OPERATING PROCEDURE

# Hand Press (Fly, Screw & Turret)

**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.



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 # 35964.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check that, where fitted, all guards are in position.
4. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Ensure workspace is clean and clear of debris.
2. Safely position table plates to support and secure job in press.
3. Position a suitable drift between arbor or object to be pressed.
4. Ensure job parts are clean and aligned properly before and during the pressing process to avoid being squeezed out or ejected. Be sure item or parts can't fly out under load or drop to the floor.
5. Utilise machine guards if available and when appropriate.
6. Ensure that both hands and other body parts are positioned away from any possible pinch point and clear of both the job parts and the machine while press is being operated.
7. Beware that high forces are being applied during the pressing process.
8. Beware of risk of head impact from ballast and/or handle when rotating fly press machine.
9. Do NOT apply excessive force and stay within the rated capacity of the equipment.

### HOUSEKEEPING

1. Return all tooling and fixtures to the correct storage location.
2. Leave the machine and work area in a safe, clean and tidy state.
3. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

### POTENTIAL HAZARDS

- Eye injuries
- Moving and rotating parts
- Manual handling objects
- Falling objects
- Impact from counterweight
- Squash/crush and pinch points

### 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.