

## STANDARD OPERATING PROCEDURE

# Hydraulic & Manual Folders

**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.



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



Safety footwear must be worn when operating this equipment.



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



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

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 1985.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and, where fitted, lockable E-Stop.
4. Check that all guards are in position.
5. If the job obstructs the walkway erect a barricade and signage.
6. For hydraulic folders, ensure settings are correct for thickness of material used.
7. Follow correct clamping procedures to ensure work is secure.
8. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never leave the hydraulic bender running unattended.
2. Do not attempt to bend material beyond the capacity of the machine.
3. Never attempt to bend metal rod, wire, strap, or spring steel sheets with this machine.
4. Use correct lifting procedures when handling large sheets of material.
5. Ensure fingers and limbs are clear before actuating the hydraulic bender.
6. Hold material firmly to prevent inaccurate bending due to creep.
7. Keep clear of moving machine parts.
8. Stand clear of table when operating it in order to avoid crush or pinch points.

### HOUSEKEEPING

1. Switch off the equipment, engage E-stop and reset all guards to a fully closed position.
2. Return all tooling and fixtures to the correct storage location.
3. Leave the machine and work area in a safe, clean and tidy state after job is completed.
4. Return all surplus material to stock and dispose of all waste materials in the appropriate recycling or waste bins.

### POTENTIAL HAZARDS

- Moving and rotating parts
- Sharp edges & burrs
- Handling Metal Sheets
- Impact from counterweight
- Squash/crush and pinch points
- Flying debris
- Eye injuries

### FORBIDDEN

- Attempting to bend very small items
- Removing or modification of safety devices
- Distracting operator

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.