

SAFE WORK INSTRUCTION

BENCH SHEARS

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times.



Safety footwear must be worn.



Long or loose hair must be contained.



Protective gloves must be worn.



Close fitting / protective clothing must be worn.



Rings and jewellery must not be worn.

POTENTIAL RISKS

- ❗ Closing movements between shearing surfaces and other parts can result in trapping.
- ❗ Sharp edges on cutters, work pieces can cause cuts.
- ❗ Squash/crush and pinch points.
- ❗ Impact from handle.
- ❗ Manual handling.

DON'Ts

- ✗ Do not use faulty equipment. Immediately report suspect machinery to your supervisor.
- ✗ Never use bench shears for cutting metal that is beyond the machine's capacity for thickness, shape or type.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure bench shears are securely fastened to a bench or purpose-designed stand.
- ✓ Ensure shearing edges are in good condition, distortion free and correctly adjusted.
- ✓ Ensure working parts are well lubricated and the blades free of rust and dirt.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure there is sufficient space around the machine to prevent accidental contact with people in the area.
- ✓ Remove the safety/locking pin from the blade when ready to use the shears.

ENDING OPERATIONS AND CLEANING UP

- ✓ Lock the machine when not in use; for example, by a stout pin through the hole in the blades and kept in place by a padlock.
- ✓ Leave the work area in a safe, clean and tidy state.

OPERATIONAL SAFETY CHECKS

- ✓ Ensure material is properly supported during cutting.
- ✓ Use supports for long material. Signpost if a tripping hazard.
- ✓ Hold material securely to prevent it tilting during the cut.
- ✓ Ensure fingers and limbs are clear while operating the bench shears.

This Safe Work Instruction does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use

