SAFE WORK INSTRUCTION

FOOT OPERATED METAL GUILLOTINE

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses must be worn at all times.
- Safety footwear must be worn.
- Long or loose hair must be contained.
- Hearing protection must be worn.
- Close fitting / protective clothing must be worn.
- Rings and jewellery must not be worn.

POTENTIAL RISKS	DON'Ts
ⓘ Sharp edges and burrs. ⓘ Crush and pinch points. ⓘ Manual handling. ⓘ Thrown objects	✖ Do not faulty equipment. Immediately report suspect machinery to your supervisor. ✖ Never attempt to cut rod, strap or wire. ✖ Do not attempt to cut material beyond the capacity of the machine.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure working parts are well lubricated and free of rust and dirt.
- ✓ Be aware of other people in the area. Ensure the area is clear before using equipment.
- ✓ Ensure cutting table is clear of scrap and tools.

OPERATIONAL SAFETY CHECKS

- ✓ Use correct lifting procedures when handling large sheets of material.
- ✓ Take care during the initial feeding of the workpiece into the machine.
- ✓ The workpiece should always be held sufficiently far back from the edge being fed into the guillotine.
- ✓ Ensure fingers and limbs are clear before operating the guillotine.
- ✓ Hold material firmly to prevent inaccurate cutting due to creep.
- ✓ When cutting, ensure your feet are positioned to avoid unintentional contact with the foot operated lever.

ENDING OPERATIONS AND CLEANING UP

- ✓ Place all off-cuts in the storage rack or waste bin.
- ✓ Leave the work area in a safe, clean and tidy state.

SIDE by SIDE
HEALTH AND SAFETY

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND