

SAFETY OPERATING PROCEDURES

Bench Shears

DO NOT use this machine unless the technician has instructed you in its safe use and operation and has given permission.



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



CSA footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Gloves should be worn when using this equipment.

PRE-OPERATIONAL SAFETY CHECKS

1. Bench shears must be securely fastened to a bench or purpose designed stand.
2. Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.
3. Shearing edges should be maintained in good condition, should be distortion free and correctly adjusted.
4. Working parts should be well lubricated and the blades free of rust and dirt.
5. Ensure no slip/trip hazards are present in workspaces and walkways.
6. Sufficient space must exist around the machine to prevent accidental contact with passers by.
7. Familiarise yourself with and check all machine operations and controls.
8. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Never use bench shears for cutting metal that is beyond the machine's capacity with respect to thickness, shape, or type.
2. Material should be properly supported during cutting and industrial type gloves should be worn to protect the hands.
3. Use supports for long material - signpost if a tripping hazard.
4. Manual handling tasks should be assessed and appropriate procedures put in place.
5. Hold material securely to prevent it tilting during the cut.
6. Ensure fingers and limbs are clear before operating the bench shears.

HOUSEKEEPING

1. When not in use this machine must be locked by, for example, a stout pin through the hole in the blades and kept in place by a padlock.
2. Leave the work area in a safe, clean and tidy state.

POTENTIAL HAZARDS

- 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

Date of last review _____

Signature _____