**Personal Protective Equipment and Clothing.**

**DO NOT** use this machine unless you have been instructed in its safe use and

operation and have been given permission.

**This safe Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with the manufacturer’s guidance. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-training exercise on the safe use of the equipment.**

**Finishing Operations and Housekeeping.**

**🗸** Ensure the handle is left in a safe position after use.

**🗸** Leave the work area in a safe, clean and tidy state.

**Don’t.**

X Do not use faulty equipment. Immediately report any suspect machinery.

X Never leave the machine running attended.

X Do not attempt to roll material beyond the capacity of the machine.

X Do not attempt to bend rod or wire in bending rolls unless the rolls are grooved for this purpose.

**Operational Safety Checks.**

**🗸** Adjust all guards to minimum practicable clearances for the material to be rolled.

**🗸** Refrain from wearing loose clothing and keep long hair tied up.

**🗸** Working parts should be well lubricated and all rollers should be free of rust and dirt.

**🗸** Adjust both ends of the rollers evenly.

**🗸** Take care during the initial feeding of the workpiece into the rolls.

**🗸** Be aware of any other personnel in the immediate vicinity and ensure the area is clear before using this equipment.

**🗸** Get help when lifting large, heavy material and adopt the correct lifting technique.

**🗸** Hold the workpiece sufficiently far back from the edge being fed into the rolls, to allow for the infeed speed of the machine.

**🗸** Never use any roller beyond the capacity of the machine.

**🗸** Wind handle at a slow even rate. Be aware of rotating rollers.

**🗸** Only 1 person to operate this machine at any one time.

**🗸** Never leave the machine in operational mode while unattended.

**Pre-Operational Safety checks.**

**🗸** Locate and ensure you are familiar with all machine operations and controls.

**🗸** Ensure all guards are fitted, secure and functional.

**🗸** Working parts should be well lubricated and the rolls free of rust and dirt.

**🗸** Check workspaces and walkways to ensure no slip/trip hazards are present.

**🗸** Be aware of other people in the area and ensure the area is clear before using the equipment.

**Potential Hazards and Injuries.**

**¡** Sharp edges and burns.

**¡** Crush and pinch points.

**¡** Hair/clothing getting caught in moving machine parts.

**¡** Hand Trap.

**¡** Cuts & lacerations.

**¡** Slips, Trips and Falls.

|  |  |  |  |
| --- | --- | --- | --- |
| A\* | *For use by trained staff only. Use by anyone else strictly prohibited.* | A | *For use by adult employees (18+) who have received and signed the safe use paperwork. No lone working.* |
| B | *For use by adult employees (16+) who have received and signed the safe use paperwork. Lone working Permitted.* | C | *For use by all employees under the supervision of adult employees who have received and signed the safe use paperwork. Adult lone working permitted.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Wear Safety Boots Signs - from Key Signs UK | Safety footwear must be worn at all times in work areas. |  | Jewelry & watches forbidden.  Gloves must not be worn. | Protective Clothing Symbol Blue Sign | AC Leigh | Close fitting/protective clothing must be worn. |
| Safety operating procedures | Long & loose hair must be contained. | Safety Glasses Must Be Worn | Signs &amp; Symbols | Safety glasses must be worn at all times. |