**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.

**Operational Safety checks.**

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

**🗸** 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.

**Finishing Operations and Housekeeping.**

**🗸** Switch off the machine when all work is completed.

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

**🗸** Place all off cuts in the storage rack or waste bin.

**Don’t.**

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

X Do not wear gloves whilst using the equipment.

X Never leave the machine running attended.

X Never attempt to cut rod, strap or wire.

X 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.

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

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

**🗸** Ensure working parts are well lubricated and free of rust and dirt.

**🗸** Ensure the area around the machine is adequately lit.

**🗸** 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.

**Potential Hazards and Injuries.**

**¡** Hair /clothing entanglement.

**¡** Crush & pinch points.

**¡** Sharp edges & burrs.

**¡** Slips, trips & falls.

**¡** Manual handling.

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| --- | --- | --- | --- |
| 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.* |

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

**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.**