**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.

**Finishing Operations and Housekeeping.**

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

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

**🗸** Avoid any debris/dust build up and clean as you go to prevent a potential dust explosion. Check the dust collection system and make sure it is properly maintained and cleaned.

**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 Do not cut pieces that have less than ½” under the hold down.

X Do not run the shear on ‘automatic’ unless you are properly trained.

X Do not attempt to shear off a piece of material shorter than its thickness.

X Do not attempt to punch material thicker than the diameter of the punch.

X Don’t ever try to grab a piece as it is being cut. Remove small pieces from the blade area with a hook, never your fingers.

**Pre-Operational Safety checks.**

**🗸** Check workspace and walkways to ensure no slip hazards are present.

**🗸** Check all guards are in position and secure and that all table adjustment bolts are tight.

**🗸** Familiarise yourself with the machines operating instructions.

**🗸** This tool must be securely fastened to a bench, if not do not use.

**🗸** After changing punches, dies, blades or shims, lower the punch/shear by hand to check the clearance & alignment.

**🗸** Before installing a punch or die into the ironworker, they must be slipped checked. If not, this could cause tooling damage & personal injury.

**🗸** All moving parts should be well lubricated, and bolts kept tightened.

**🗸** Shearing edges should be maintained in good condition, and correctly adjusted.

**🗸** Be aware of other people in the vicinity of the machine.

Working surfaces to be kept free of dirt and rust.

**Potential Hazards and Injuries.**

**¡** Hair /clothing entanglement – rotating spindle.

**¡** Pinch point/crush injuries.

**¡** Eye injuries.

**¡** Material ejection.

**¡** Slips, trips & falls.

**¡** Manual handling.

**¡** Sharp edges & burrs.

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

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

**Operational Safety checks.**

**🗸** Your foot must be completely removed from the pedal box after completing each cut.

**🗸** Use proper shutdown procedures when changing punches, dies, blades or shims. Shut off main power and have key, (switch) in off position when changing punches and dies.

**🗸** Turn the main power off when leaving the machine unattended.

**🗸** Never put your hands near a pinch point. If a piece is too large to sit on the ironworker table without your assistance, only hold the part if your hands are completely off the ironworker table and no body part could be susceptible to injury.

**🗸** Hold the material securely without tilting during the use of the machine.