

MACHINERY SAFE WORK PROCEDURE

DO NOT use any machinery unless you have been instructed on its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



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



Long and loose hair must be contained.



Hearing Protection must be worn



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Ensure you are familiar with the safe operating procedures and any limitations on the use of the machinery.
- ✓ You must be trained, or under supervision of a trained person before operating machinery.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Do not attempt to adjust or maintain any guards or safety devices unless permission is given by management.
- ✓ Test the emergency stop switch prior to commencing work.

OPERATIONAL SAFETY CHECKS

- ✓ All machinery should be used in accordance with manufactures guidelines and recommendations.
- ✓ Ensure no one in the surrounding area will be put at risk when you are using the machinery.
- ✓ Keep the work area around the machine clear and free of any obstructions.
- ✓ If the machine becomes jammed, do not attempt to clear the machine without first turning it off and waiting until all drives come to a stop.
- ✓ Do not put your hand, or any other body part between moving machinery.
- ✓ Ensure ear and eye protection is worn as required.

ENDING OPERATIONS AND CLEANING UP

- ✓ Shut down the machine completely.
- ✓ Leave the machine and work area in a safe, clean and tidy state.

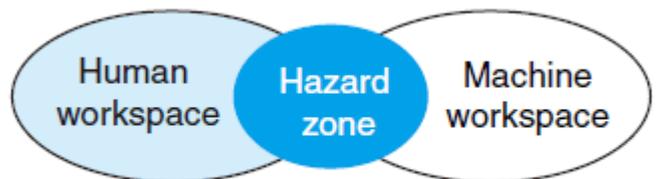
POTENTIAL RISKS AND INJURIES

- ⓘ Eye & face injuries.
- ⓘ Hearing Loss, Tinnitus etc.
- ⓘ Trapping risks.
- ⓘ Crushing risks.
- ⓘ Cuts and abrasions.
- ⓘ Electric shock.
- ⓘ Burns and Scolds.
- ⓘ Repetitive strain injuries and unhealthy postures, human error.
- ⓘ Toxins, irritants, dust, explosions etc.
- ⓘ Hair/clothing getting caught in moving machine parts.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not use a machine if safety devices have been removed, or if they are damaged.

Risks occur in area where machine work areas and human work areas overlap.



This does not necessarily cover all possible risks associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

This information is based on material published in manufacturers operating guides.