

**[enter name of equipment]**

**DO NOT use this machine unless a teacher has instructed you in its safe use and operation and has given permission.**

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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| Hearing Protection circle**Prohibition circle**Hearing protection must be worn when noise levels are excessive. | Dust mask signA mask must be worn when excessive airborne dust is created. |

### **PRE-OPERATIONAL SAFETY CHECKS** [modify the information to reflect the item of equipment – refer to ‘operator manual’]

1. **Ensure a suitable safe work area.**
2. **Make sure...**
3. **Examine the power lead and plug for obvious damage.**
4. **Check...**
5. **Plan…**

#### OPERATIONAL SAFETY CHECKS [modify the information to reflect the item of equipment – refer to ‘operator manual’]

1. **Examine the material to be used…**
2. **Ensure the material is secure and well supported.**
3. **Ensure the power cord is well clear of any cutting surfaces…**
4. **Check the…**
5. **Allow the…**
6. **Keep hands away from…**
7. **Do not apply excessive…**
8. **Take care when…**
9. **If the…**
10. **Do not allow waste to accumulate…**
11. **On completion…**
12. **If the… stop immediately. Switch the machine off and report it to…**

#### HOUSEKEEPING

1. **Return this equipment to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

**◼ Noise ◼ Flying debris ◼ Dust ◼ Vibration ◼ Burns from exhaust**

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| **Date of last review** | **\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |