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| Fixed Static Plant_SOP  **ELECTROMAGNETIC FOLDER** | |
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| **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. | Description: Prohibition circleRings and jewellery must not be worn. |
| Description: Foot Protection circleAppropriate footwear with substantial uppers must be worn. | Description: ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| Description: Pacemaker caution sign02 | **Note:** students and staff with pacemakers should **NOT** use this equipment. |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.**
2. **Working parts (i.e. hinges) should be lubricated and working surfaces kept free of rust.**
3. **Ensure no slip/trip hazards are present in workspaces and walkways.**
4. **Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment – *students or staff with pacemakers should not use this item and remain*  approximately *two meters away.***
5. **Familiarise yourself with all machine operations and controls – refer to ‘user manual’.**
6. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

1. **Never use this machine for bending metal that is beyond the machine’s capacity with respect to thickness, shape, or type. Refer to the manufacturer ‘user manual’.**
2. **Never attempt to bend rod, wire, strap, or spring steel sheets in this machine.**
3. **Adjust for thickness of work piece – rotate adjusters either end of clamp bar.**
4. **Insert work piece and align bending edge of clamp bar & bending-beam with the bend line.**
5. **Press and hold the ‘START’ button (this applies pre-clamping pressure to the work piece).**
6. **Using other hand lift handle (this applies full clamping) and continue bend to required angle.**
7. **Keep clear of moving handles and bending-beam.**
8. **Slotted or short clamp bars should be used for bending box shapes – refer to ‘user manual’.**

#### HOUSEKEEPING

1. **Ensure machine is turned off after use.**
2. **Return all accessories to storage racks and leave the work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

◼ **Sharp edges** ◼ **Impact from handles or bending-beam** ◼ **Squash/crush and pinch points** ◼ **Electrical and electromagnetic energy – cardiac pacemakers should not use this equipment**

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