|  |  |
| --- | --- |
| Fixed Static Plant_SOP  **PAN BRAKE** | |
|  | |
| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
|  | |
| 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 protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Description: Hand Protection circleProtective gloves will be required when handling sharp sheet metal. |

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

1. **Guards or safety devices shall never be removed or adjusted, except by an authorized person for maintenance purposes.**
2. **Working parts should be well lubricated and the jaws and fingers free of rust and dirt.**
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.**
5. **Familiarise yourself with and check all machine operations and controls.**
6. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

1. **Only one operator using the machine – school staff member to assist if required.**
2. **Never use pan brakes for bending metal that is beyond the machine’s capacity with respect to thickness, shape, or type.**
3. **Never attempt to bend rod, wire, strap, or spring steel sheets in a pan brake.**
4. **Remove the pan brake fingers that are in the way - use only the pan brake fingers required to make the bend.**
5. **Ensure the pan brake fingers that are not removed for an operation are securely seated and firmly tightened before the machine is used.**
6. **Ensure fingers and limbs are clear before operating the pan brake.**
7. **Lower finger clamps to work – do not drop.**
8. **Check work piece is secure and keep clear of moving counterweight (where fitted).**

#### HOUSEKEEPING

1. **Lower finger clamps to a safe position – down position resting on base plate.**
2. **Return all accessories to storage racks.**
3. **Lock-out the action of the pan brake handle when not in use.**
4. **Leave the work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Sharp edges and burrs ◼ Squash, crush and pinch points ◼ Impact from counterweight**

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