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| Fixed Static Plant_SOP  **HYDRAULIC GUILLOTINE** | |
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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. | 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. | **Gloves**DO NOT wear large leather gloves when operating this machinery. |

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

1. **Ensure that all guards and safety devices are in position and secured.**
2. **Adjust all guards to minimum practicable clearances for the material to be guillotined.**
3. **Note: any guards and safety devices should NEVER be removed, except for maintenance purposes, and only by an authorised staff member.**
4. **Adjust the plate support table for quick and easy material alignment and manoeuvrability.**
5. **Check the shadow line lighting-alignment device for accuracy.**
6. **Manually adjust and double check the rack and pinion back gauge for accuracy.**
7. **Be aware of any other personnel in the immediate vicinity and ensure the area is clear before using this equipment.**
8. **Familiarise yourself with all electrical, hydraulic and mechanical operations and controls, including the roving foot pedal control.**

OPERATIONAL SAFETY CHECKS

1. **Strictly only ONE operator is to use this heavy duty guillotine and, when necessary, with a safety observer present.**
2. **Never use any metal cutting guillotine to perform beyond the capacity of the machine.**
3. **Ensure that both hands are positioned away from any possible pinch point e.g. clamping bar.**
4. **Never attempt to guillotine rod or spring steel materials on this machine.**
5. **This heavy duty guillotine is likely to be fitted with infra-red safety beams or photo-electronic sensors to detect hazardous circumstances. This machine should NOT operate if these safety devices are breached in any way, either by materials or by the operator.**

HOUSEKEEPING

1. **Isolate all switches on completion. Leave machine and floor in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

## ◼ Entanglement and entrapment ◼ Striking and shearing

## ◼ Pinch, crush and squash points ◼ Eye injury

## ◼ Electrical and hydraulic components ◼ Manual handling

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