|  |  |
| --- | --- |
| Fixed Static Plant_SOP  **GUILLOTINE** | |
|  | |
| **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 sheet metal. |

### **Only one person may operate this machine at any one time.**

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

1. **Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space.**
2. **Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.**
3. **Working parts should be well lubricated and free of rust and dirt.**
4. **The area around the machine must be adequately lit and kept free of materials, which might cause slips or trips.**
5. **Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.**
6. **Familiarise yourself with and check all machine operations and controls.**
7. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

1. **Do not attempt to cut material beyond the capacity of the machine.**
2. **Never attempt to cut rod, strap or wire with this machine.**
3. **Use correct lifting procedures when handling large sheets of material.**
4. **Take extreme care during the initial feeding of the work piece into the machine.**
5. **The work piece should always be held sufficiently far back from the edge being fed into the guillotine.**
6. **Ensure fingers and limbs are clear before actuating the guillotine.**
7. **Hold material firmly to prevent inaccurate cutting due to creep.**
8. **When cutting ensure feet are positioned to avoid contact with the foot operated lever.**

#### HOUSEKEEPING

1. **Remove all off cuts and place them in either in the storage rack or waste bin.**
2. **Leave the work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**■ Sharp edges and burrs ■ Crush and pinch points ■ Manual handling**

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