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| Fixed Static Plant_SOP  **HYDRAULIC PUNCH AND SHEAR** | |
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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. | Wear protective leather gloves when operating this machine |

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

1. **Use all safety guards, material hold-downs and punch strippers as supplied.**
2. **Ensure that all guards and safety devices are in position and secured.**
3. **Note: guards and safety devices should NEVER be removed or modified, except for maintenance purposes, and only by an authorised staff member.**
4. **Be aware of any other personnel in the immediate vicinity and ensure the area is clear before using this equipment.**
5. **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 punch and shear and, when necessary, with a safety observer present i.e. a qualified teacher.**
2. **Never use any hydraulic power tool to perform beyond its capacity or intended purpose.**
3. **Keep well clear of all moving parts during any punching, shearing or v-notching operation.**
4. **Ensure that both hands are positioned away from any possible pinch point.**
5. **Always be ready to lift your foot off the roving foot pedal control to stop a mistake from seriously injuring yourself or others.**
6. **Never leave the machine in operational mode while unattended.**

HOUSEKEEPING

1. **Isolate all switches on completion. Leave machine and floor in a safe, clean and tidy state.**
2. **Unplug or lock-out/tag-out the punch before performing any maintenance or making any tooling adjustments.**
3. **Any maintenance or changes to tooling must be performed by a qualified technician or teacher, with processes and procedures described in the operator manual.**

## 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |