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| G:\6100_Performance_HR\6555 - Organisational Safety and Wellbeing\2. HSW - Systems and Strategy Team\Rebadging OSW Documents (Kristyn)\ITD logos\Updated 2018\Fixed Static Plant_SOP.jpg**BENCH SHEARS** |
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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. | Description: Hand Protection circleProtective gloves must be worn when materials are sharp. |

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

1. **Bench shears must be securely fastened to a bench or purpose designed stand.**
2. **Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.**
3. **Shearing edges (blades) should be maintained in good condition, be distortion free and correctly adjusted.**
4. **Working parts should be well lubricated and the blades free of rust and dirt.**
5. **Ensure no slip/trip hazards are present in workspaces and walkways.**
6. **Sufficient space must exist around the machine to prevent accidental contact with others.**
7. **Familiarise yourself with and check all machine operations and controls.**
8. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

1. **Never use bench shears for cutting metal that is beyond the machine’s capacity with respect to thickness, shape, or type.**
2. **Material should be properly supported during cutting and industrial type gloves should be worn to protect the hands.**
3. **Use supports for long material – signpost if a tripping hazard.**
4. **Manual handling tasks should be assessed and appropriate procedures put in place.**
5. **Hold material securely to prevent it tilting during the cut.**
6. **Ensure fingers and limbs are clear before operating the bench shears.**

#### HOUSEKEEPING

1. **When not in use this machine must be locked by, for example, a stout pin through the hole in the blades and kept in place by a padlock.**
2. **Leave the work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Moving blades ◼ Sharp edges ◼ Manual handling**

**◼ Squash, crush and pinch points ◼ Sticking and impact**

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