

**SHAPING MACHINE**

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. |
| Foot Protection circleAppropriate footwear with substantial uppers must be worn. | ApronClose fitting/protective clothing must be worn. |
| Prohibition circleProhibition circleRings and jewellery must not be worn. | Hearing Protection circleHearing protection must be worn when using this machine. |

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

1. **Ensure no slip/trip hazards are present in workspaces and walkways.**
2. **Check that machine guards are in position.**
3. **Do not leave tools/equipment on top of the machine.**
4. **Ensure cutting tool is in good condition and securely mounted.**
5. **Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).**
6. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

1. **Keep clear of moving machine parts.**
2. **Never leave the machine running unattended.**
3. **Do not leave equipment on top of the machine.**
4. **Follow correct clamping procedures – keep overhangs as small as possible and check work piece is secure.**
5. **Ensure you have selected correct speed and rate.**
6. **Ensure you have set the correct depth of cut.**
7. **Before making adjustments and measurements or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.**

#### HOUSEKEEPING

1. **Switch off the machine.**
2. **Leave the machine and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Metal splinters and burrs ◼ Sharp cutters ◼ Moving machine parts**

**◼ Loose clothing entanglement ◼ Skin irritation ◼ Eye injuries**

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