







# SMSA – Safe Work Procedure

## METAL CUTTING GUILLOTINE



**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission**

### PERSONAL PROTECTIVE EQUIPMENT

-  Safety glasses must be worn at all times in work areas.
-  Long and loose hair must be contained.
-  Gloves must not be worn when using this machine.
-  Sturdy footwear must be worn at all times in work areas.
-  Close fitting/protective clothing must be worn.
-  Rings and jewellery must not be worn.

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure working parts are well lubricated and free of rust and dirt.
- ✓ Ensure the area around the machine is adequately lit.
- ✓ Be aware of other people in the area. Ensure the area is clear before using equipment.
- ✓ Ensure cutting table is clear of scrap and tools.




### OPERATIONAL SAFETY CHECKS

- ✓ Only one person may operate this machine at any one time.
- ✓ Use correct lifting procedures when handling large sheets of material.
- ✓ Take care during the initial feeding of the workpiece into the machine.
- ✓ The workpiece should always be held sufficiently far back from the edge being fed into the guillotine.
- ✓ Ensure fingers and limbs are clear before operating the guillotine.
- ✓ Hold material firmly to prevent inaccurate cutting due to creep.
- ✓ When cutting, ensure your feet are positioned to avoid unintentional contact with the foot operated lever.

### HOUSEKEEPING

- ✓ Place all off-cuts in the storage rack or waste bin.
- ✓ Leave the work area in a safe, clean and tidy state.

### POTENTIAL HAZARDS

-  Sharp edges and burrs.
-  Crush and pinch points.
-  Manual handling.

### DON'T

- ✗ Do not faulty equipment. Immediately report suspect machinery.
- ✗ Never attempt to cut rod, strap or wire.
- ✗ Do not attempt to cut material beyond the capacity of the machine.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

*This information is provided by Frontline Safety*