



SAFE OPERATING PROCEDURE

Metal Cutting Guillotine



DO NOT use this machine unless you have had instruction and training on its safe use and operation.

Teacher permission MUST be given to operate this machine.

The risk of injury when using the Guillotine is SUBSTANTIAL

IDENTIFIED RISKS AND HAZARDS

Hazards that may arise when operating the metal cutting guillotine include:

- moving blade
- movement of the workpiece
- ejection of waste material from the cutting process
- hand and finger injuries from sharp edges
- squash, pinch and crush injuries
- manual handling of large sheets of sheetmetal



PRE-OPERATIONAL SAFETY

- Make sure that the hold down or pressure bar activates on the guillotine when the pedal is depressed.
- Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space.
- Working parts should be well lubricated and free of rust and dirt.
- Ensure cutting table is clear of scrap and tools.
- The area around the guillotine must be kept free of materials, which might cause slips or trips.
- Ensure the area is clear of other students before using the guillotine.
- Immediately report faulty equipment.

OPERATING SAFETY PRECAUTIONS

- Use correct lifting procedures when handling large sheets of material.
- Only cut sheetmetal within the capacity (gauge or thickness) of the guillotine.
- Never attempt to cut rod, strap or wire with the guillotine.
- Make sure the hands are well clear of the fence and cutting blade.
- Hold material firmly to prevent inaccurate cutting due to creep.
- Ensure feet are positioned to avoid contact with the foot operated lever.
- Always clean up the offcuts and scrap after the cutting procedure.
- Do not wear loose clothing, especially long sleeves and neck ties.
- Gloves must not be worn when using this machine.



This SOP does not necessarily cover all possible hazards associated with the use of this machine and should only be used with other safety training references. It is designed to be posted on the machine and act as a visual reminder to machine operators.

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SAFE OPERATING PROCEDURE

Metal Cutting Bench Shears



DO NOT use this machine unless you have had instruction and training on its safe use and operation.

Teacher permission MUST be given to operate this machine.

The risk of injury when using the Bench Shears is **MODERATE**

IDENTIFIED RISKS AND HAZARDS

Hazards that may arise when operating the metal cutting bench shears include:

- moving blade
- movement of the workpiece
- ejection of waste material from the cutting process
- hand and finger injuries from sharp edges
- squash, pinch and crush injuries
- manual handling of large sheets of sheetmetal



PRE-OPERATIONAL SAFETY

- Check the condition of the blade on the bench shears and check that the top blade and handle assembly are not loose.
- Make sure that the hold down is positioned correctly to prevent the metal from kicking up when shearing pressure is applied.

OPERATING SAFETY PRECAUTIONS

- Make sure all other students keep outside the safety zone at all times.
- Wear PPE such as safety spectacles when using the bench shears to protect your eyes.
- Do not wear loose clothing, especially long sleeves and neck ties.
- Make sure the hands are well clear of the hold down and cutting blade.
- Make sure that no one is behind and in line with the handle of the bench shears when they are pulled down to cut the material.
- Never attempt to cut round material using the straight blades of the bench shears.
- Use the hole in the cutting blades of the bench shears to cut round stock.
- Seek assistance when cutting large sheets of metal.
- Always clean up the offcuts and scrap after the cutting procedure.



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