

	Activities	Procedures	Hazards/Risks	Controls
1	Prepare work area, machine and metal for work	Check work area, check machine condition, punch and material to be worked on and secure the work	<p>Trip or slip hazards on work area floor.</p> <p>Machine not operating to standard.</p> <p>punch is incorrect size or damaged.</p> <p>Work to be punched is too thick or not secured against movement.</p>	<p>Ensure work area is clear of trip or slip hazards. Ensure machine is in serviceable and safe operating condition with all proprietary guards in place.</p> <p>Never leave machine switched on and unattended.</p> <p>In the event of a fault, do not proceed until Supervisor instructs you to however Supervisor must document fault in Works Diary. Repair to be arranged and alternate safe-to-use equipment to be provided.</p> <p>Ensure punch is fitted correctly and is in sound condition. Ensure work to be punched is suitable for punch and is secured or cannot move whilst punching in progress. Check thickness for punching against the “Maximum thickness” equation specified by the machine manual.</p>
2	Operate Cropping Machine	Punch metal	<p>Injuries to fingers or hand.</p> <p>Top of machine can be hot and cause burns to hands.</p> <p>Punching can cause hearing loss if loud and performed regularly.</p> <p>Fragments can cause eye injuries.</p>	<p>Wear leather gloves but keep hands clear of notching area and machine at all times while it is in operation.</p> <p>Wear hearing protection.</p> <p>Ensure sliding guard is in lowered and wear eye protection.</p>
3	Clear machine and remove work	Remove metal from punch and clear machine	Manual handling injuries if moving by	Assess the weight and where it has to go and only handle it



Safe Operating Procedure #09 – Cropping (Punch) Machine

		for next operation.	hand.	<p>alone if safe to do so. Use someone to assist you and use mechanical equipment where necessary.</p> <p>Never leave machine witched on and unattended. Switch main switch off after completing each job</p>
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- Supervisor:
- **Personal Protective Equipment that must be used: leather gloves, protective footwear, eye protection with side shields and hearing protection**

This SOP has been developed in consultation with me and I agree to follow it and carry out tasks in a safe manner, reporting any problems to my immediate Supervisor.

	Name	Signature	Date
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