

	Activities	Procedures	Hazards/Risks	Controls
1	Check safety devices, controls, and safety barrier	Operate controls to ensure that they work correctly and check safety barrier is intact	Machine is not functioning properly. Safety barrier is not preventing possible entry	Check that all operators and personnel in the general area of the machine are familiar with the location and operation of all Emergency Stop button and other safety features of the machine. Do not proceed until Supervisor instructs you to however Supervisor must confer with Managing Director if machine appears to be faulty. Gap or weakness in safety barrier to be reported to Supervisor, investigated with Supervisor and made safe before production continues.
2	Ensure that punches and shear blades are in good condition and secure	Visually and manually check that punches and shear blades are in good order and secure	Tip or part of punch flies out striking operator or other nearby.	Punch to be replaced if it appears faulty and Supervisor to be informed and to document fault in Works Diary. Protective eyewear with side shields to be worn by operator to protect against fling “shrapnel”
3	Check laser safety beam in operating	Ensure that laser safety beam in operating correctly	Laser beam not operating and so entry to work area is not safeguarded	Machine not to be used and Supervisor to be informed and to document fault in Works Diary and arrange repair
4	Laser beam in use	Laser beam flashing as a safety measure	Laser beams causing eye damage	Signage to warn against looking at laser beam for prolonged or frequent periods – operator warned
5	Tension of punches and shear blade	Tension too high	Injury from punch of shear blade	Ensure regular lubrication and correct tension and do not tension during operations.



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6	Conveyor transferring steel	Moving parts	Crushing injuries to hands, limbs	Stand clear of parts and move away before commencing transfer operations for conveyor to move steel along
7	Stand clear of machine operating area	Remain in operating area and near the machine control panel	Excessive noise (can exceed 94 decibels)	Remain in operating area at all times. Hearing protection to be used by operator or anyone else in close proximity to sealed off work area.
8	Maintenance procedures – access to electrical enclosure	Inspect or service enclosed machine electrics or belts	Proper shut-down not observed creating serious injury	Lock and tag out system must be used but only authorised and trained service personnel are to attempt to diagnose or service machine
9	Maintenance procedures continued	Ensure machine is switched off during maintenance and isolate hydraulics when cleaning or servicing beam	Proper shut-down not observed creating serious injury	De-energise and use tag-out or have another person stand by to ensure machine is not energised during maintenance.

- Supervisor:
- Personal Protective Equipment that must be used:
Hearing protection, protective eyewear with side-shields, gloves, safety footwear.

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.

Bundy No.	Name	Signature	Date



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