

## SAFE OPERATING PROCEDURES

# Bench Shears

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



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



CSA approved footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewelry must not be worn.



Gloves must not be worn when using this machine.

### PRE-OPERATIONAL SAFETY CHECKS

1. Bench shears must be securely fastened to a bench or purpose-designed stand.
2. Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.
3. Shearing edges should be maintained in good condition, be distortion-free, and be correctly adjusted.
4. Working parts should be well lubricated and the blades free of rust and dirt.
5. Check the workstation and walkways to ensure that no slip/trip hazards are present.
6. Familiarise yourself with, and check, all machine operations and controls.
7. Faulty equipment must not be used. Immediately suspect machinery to your instructor.

### OPERATIONAL SAFETY CHECKS

1. Never use bench shears for cutting metal that is beyond the machine's capacity, with respect to thickness, shape, and type.
2. Material should be properly supported during cutting
3. Industrial type gloves can be worn to protect the hands while moving materials.
4. Use supports for long material.
5. Manual handling tasks should be assessed and appropriate procedures put into place.
6. Hold material securely to prevent from tilting during the cut.
7. Ensure fingers and limbs are clear before operating the bench shears.

### HOUSEKEEPING

1. Leave the machine and surrounding area in a safe, clean and tidy state.

### POTENTIAL HAZARDS

- Sharp edges on cutters—work pieces can cause cuts
- Squash/crush and pinch points
- Weight of large sheets

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.