



# Sample safe work procedure

## Metal cutting guillotine

### Personal protective equipment [safety checklist](#)

Check	yes	no
Safety glasses must be worn at all times in work areas	<input type="checkbox"/>	<input type="checkbox"/>
Safety footwear must be worn at all times in work areas	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate gloves must be worn	<input type="checkbox"/>	<input type="checkbox"/>
Close fitting protective clothing must be worn. Tuck in uniforms, no loose clothing.	<input type="checkbox"/>	<input type="checkbox"/>
Hearing protection is required	<input type="checkbox"/>	<input type="checkbox"/>
Long and loose hair must be contained	<input type="checkbox"/>	<input type="checkbox"/>

### Pre operational [safety checklist](#)

Check	no	n/a
Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space	<input type="checkbox"/>	<input type="checkbox"/>
Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.	<input type="checkbox"/>	<input type="checkbox"/>
Working parts should be well lubricated and free of rust and dirt.	<input type="checkbox"/>	<input type="checkbox"/>
The area around the machine must be adequately lit and kept free of materials, which might cause slips or trips.	<input type="checkbox"/>	<input type="checkbox"/>
Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Familiarise yourself with and check all machine operations and controls.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure cutting table is clear of scrap and tools.	<input type="checkbox"/>	<input type="checkbox"/>
Faulty equipment must not be used. Immediately report suspect machinery.	<input type="checkbox"/>	<input type="checkbox"/>

### Operational [safety checklist](#)

Check	yes	no
Do not attempt to cut material beyond the capacity of the machine.	<input type="checkbox"/>	<input type="checkbox"/>
Never attempt to cut rod, strap or wire with this machine.	<input type="checkbox"/>	<input type="checkbox"/>
Use correct lifting procedures when handling large sheets of material.	<input type="checkbox"/>	<input type="checkbox"/>
When feeding in ensure feet are positioned to avoid contact with the foot operated lever.	<input type="checkbox"/>	<input type="checkbox"/>

Take extreme care during the initial feeding of the workpiece into the machine.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure fingers and limbs are clear before actuating the guillotine.	<input type="checkbox"/>	<input type="checkbox"/>
Hold material firmly to prevent inaccurate cutting due to creep.	<input type="checkbox"/>	<input type="checkbox"/>

### Housekeeping [safety checklist](#)

Check	no	n/a
Remove all off cuts and place them in either in the storage rack or waste bin.	<input type="checkbox"/>	<input type="checkbox"/>
Leave the work area in a safe, clean and tidy state.	<input type="checkbox"/>	<input type="checkbox"/>