# SAFE WORKING PROCEDURE

## Use of Metal Cutting Guillotine

**Date:** July 2003

### Key Hazards

1. Powered Guillotine
2. Sheet metal
3. Un-authorised Personnel

### Risks

1. Amputation
2. Cuts to Hands
3. Manual Handling
4. Noise
5. Electrocution

### Personal Protective Equipment

1. Standard issue PPE
2. Safety Footwear
3. Gloves
4. Hearing Protection

### DO

- Ensure that only trained and competent personnel use the machine
- Ensure that training of operatives involves ‘on the job’ training and not just theory testing
- Always follow the manufacturers recommendations and operating procedures
- Ensure all personnel receive manual handling training
- Keep the workplace clean and tidy to prevent trip hazards
- Maintain adequate heating, lighting and ventilation
- Workloads should be planned
- Ensure that all guards are in place and other personnel are a safe distance away before operating the machine
- Always report defects promptly
- Ensure storage does not interfere with the safe operation of the machine
- Keep the machine (and environment) well maintained, keep records of such maintenance and repairs
- Only competent personnel should maintain machines and adjust cutters, etc
- Keep work material clamped to the machine where practicable to reduce noise and prevent trapping hazards
- Ensure no one under the age of 18 uses the machine
- Ensure good storage and correct disposal of waste metals
- Ensure full isolation of machine when maintaining, adjusting guards/cutters and when collecting waste materials behind the machine
- Get assistance to handle large sheets of metal
- Ensure that overhead lighting/services are high enough.guarded from handling lengths of sheet materials
- Ensure adequate room around the operator is maintained during operation of the machine
- Wear appropriate PPE as identified by the risk assessment
- Keep PPE in a clean serviceable condition

### DO NOT

- Never use the machine unless trained to do so
- Never by-pass guards to operate the machine
- Never make unauthorised adjustments to the machine
- Never approach danger areas on the machine without first isolating the power to the machine
- Never operate the machine when someone else is in the danger area
- Never distract persons when operating the machine
- Never ignore safety warning notices
- Never use defective equipment

### Specific Training Requirements

- **Manual Handling**
- Training specific to the guillotine

### References

- Health & Safety (Workplace) Regs
- Management of Health & Safety at Work Regs
- Manual Handling Regs
- Provision & Use of Work Equipment Regs
- PPE Regs
- Operator Handbook