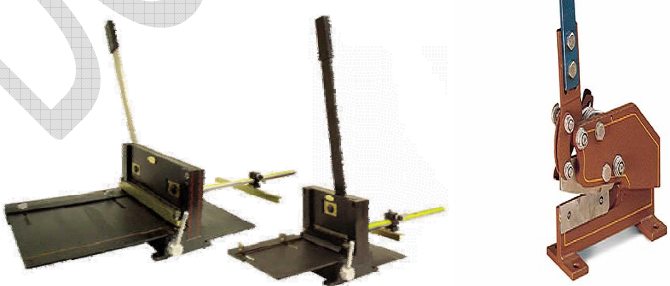


Safe Work Instruction	
Bench Shears / Guillotine	Issue date: 22 October 2008

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Example content:

Document no.	Work description Use of Bench Shears & Guillotine		
	Scope Applies to the use and operation of bench shears / guillotines to ensure		
Review date	References : AS4924,1 Safety of Machinery		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
<i>Insert name in BLOCK letters</i>	Do not wear anything loose that <ul style="list-style-type: none"> • 	Only operators	
Tools and equipment required:			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE			
Pre Operational Safety Checks	<ul style="list-style-type: none"> • Bench shears / Guillotine must be • Guards or safety devices must never be removed • Shearing edges should be maintained • Working parts should be • Area around the machine • Sufficient space • Familiarise yourself • Manual handling tasks • Ensure • Faulty 		
Safe Operational Use	<ul style="list-style-type: none"> • Never use bench shears /guillotine • Material should be • Take extreme care • The workpiece should always • Use supports for • Hold material • Ensure fingers and 		
	 <p>Guillotine Shears</p> <p>Bench Shear</p>		
Housekeeping	<ul style="list-style-type: none"> • When not in use, • Leave the 		
Inspection and	Bench shears / guillotines must be		