

Safe Work Instruction	
<b>Guillotines</b>	Issue date: 5 June 2009

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Example content:

Document no.	<b>Work description</b> Use of Guillotines. Guillotines are used to cut		
	<b>Scope</b> Applies to the use and operation of the Guillotine to ensure the machine is operated safely and maintained in good working order.		
Review date	References : AS4024.1 Safety of Machinery; OHS Act OHS Regulation		
1/9/10			
Responsible supervisor	Risks	PPE and precautions	Competencies or qualifications
	Risk of being caught in the	<b>Do not wear</b> anything loose that could catch in the Wear all required PPE: <ul style="list-style-type: none"><li>• Safety glasses</li><li>•</li><li>•</li><li>•</li></ul>	Only operators who have been authorised as properly.
Tools and equipment required: push stick			
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	<b>Be aware of the blade as it may cause amputations</b> Inspect work area and remove any trip hazards Check maintenance records are current		
Safe Operational Use	Only experienced and qualified operators to perform this task PPE must be worn at all times Take extreme care when feeding work piece into machine Do not attempt to access moving parts during operation		
Additional operating precautions Do not access Do not attempt to Do not operate machine if			
Housekeeping	Ensure area is clear of		