

Safe Work Instruction	
John Heine Punch	Issue date: 5 June 2009

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Example content:

Document no.	Work description Use of John Heine Punch		
	Scope Applies to the use and operation of the John Heine Punch to ensure		
Review date 1/9/10	References : AS4924,1 Safety of Machinery OHS Act OHS Regulation		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
	<p>Do not wear anything loose that could catch in the moving parts</p> <p>Wear all required PPE such as</p> <ul style="list-style-type: none"> • • • 		Nil
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"> • Guards or safety devices must never be removed or adjusted, except • Shearing edges should be maintained in good condition – should • Working parts should be • Area around the • Sufficient space must exist around the • Familiarise yourself with and check • Manual handling tasks should be • Ensure work area is clear of • Faulty equipment must not 		
Safe Operational Use	<ul style="list-style-type: none"> • Never use punch to cut • Before re tooling • Isolate • When setting up machine ensure bed • Use care when retracting top die – • Load correct tooling • Use care when winding down the • Attach die • Attach bottom of tool to • Check bolts are tight and • Check for correct • If all secured and • DO NOT operate unless • Ensure machine is • Whilst in operation visually • Ensure fingers 		
Housekeeping	<ul style="list-style-type: none"> • When not in use, this machine must be • Leave the work area in 		
Inspection and maintenance	<p>Punch must be inspected and maintained on a periodic basis in</p> <ul style="list-style-type: none"> • A record of maintenance • The record is to include the; <ul style="list-style-type: none"> • date 		

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