

Safe Work Instruction	
Manual Press	Issue date: 17 June 2010

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Example content:

Document no.	Scope Applies to the safe use and operation of a Manual Press to ensure that it is operated safely and maintained in good working order.		
Review date	References : AS4024.1 Safety of Machinery; AS4024.3002		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
<i>Insert name in BLOCK letters</i>	<p>Do not wear anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery or gloves. Don't smoke</p> <p>Wear all required PPE such as</p> <ul style="list-style-type: none"> • Safety glasses • 	Only operators who have been authorised as properly	
Tools and equipment required: Dust extraction must be used for this machine			
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"> • Ensure a clean working area • • • 		
Safe Operational Use	<ul style="list-style-type: none"> • Make sure all persons involved in the operation of the equipment are clear of the operation and that no persons can walk in close proximity to where the press activity is being undertaken. • • • • 		
Additional operating precautions	<ul style="list-style-type: none"> • Do not exert excessive force when using the press • 		
Housekeeping	<ul style="list-style-type: none"> • Clean the area of debris after use with a brush. (no bare hands) • 		
Inspection and maintenance	<p>Manual Presses must be inspected, serviced and maintained on a periodic basis in accordance with the manufacturer's instructions.</p> <ul style="list-style-type: none"> • Persons inspecting, maintaining or repairing a press should hold appropriate trade qualifications. • A record • The record is to include the; <ul style="list-style-type: none"> ▪ date of purchase ▪ date ▪ ▪ ▪ <p>Inspections are to be carried out in accordance with the Inspection and Testing requirement and records maintained in accordance with Records Management procedures</p>		