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Example content:

<p>Document no.</p>	<p>Work description Use of Metal Lathe</p> <p>Scope Applies to the use and operation of metal lathes to</p>		
<p>Review date</p>	<p>References</p>		
<p>Responsible supervisor</p>	<p>PPE and precautions</p>	<p>Competencies or qualifications</p>	<p>Licences or permits required</p>
<p><i>Insert name in BLOCK letters</i></p>	<p>Do not wear anything loose that could</p> <p>Wear all required PPE such as</p> <ul style="list-style-type: none"> • 	<p>Only operators who have been authorised as properly trained</p>	
<p>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</p>			
<p>Pre Operational Safety Checks</p>	<ul style="list-style-type: none"> • Operators must be properly instructed in the safe operation and characteristics of the machine and the materials involved. • Clear the area • Locate and • Check that the job • Check that cutting • Long work must be • Remove all tools and • Do not store tools and • Always mount or remove • Do not try and lift chucks • Ensure correct speed for • Remove the chuck key 		
<p>Safe Operational Use</p>	<ul style="list-style-type: none"> • Check that all safety • Never leave the lathe • Before making adjustments or measurements, • Do not attempt to • Avoid letting. • When removing work • Report any faults or 		