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**Example content:**

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| **Document no.** | Scope: **This instruction applied to the safe general use of a Plate Shearing Machine.** The equipment is used to shear metal plates. | | |
| **Review date** | **References :**<br>• **AS4024.1 Safety of Machinery;**<br>• **OHS Act (refer State / Territory)**<br>• **OHS Regulation (refer State / Territory)** | | |
| **Responsible supervisor** | **PPE and precautions** | **Competencies or qualifications** | **Licences or permits required** |
| *Insert name in BLOCK letters* | Wear all required PPE such as<br>☐ Safety glasses<br>☐ Welding mask with correct grade lens must be worn.<br>☐ .<br>☐ .<br>☐ .<br>☐ .<br>☐ . | Trade qualification in Metal Fabrication / | |

Safety glasses must be worn at all times in addition to welding mask.

Long and loose hair must be contained.

Appropriate footwear with substantial uppers must be worn.

Close fitting/protective clothing to cover arms and legs must be worn.

Rings and Jewellery must not be worn.

Gloves should be worn when using this equipment.

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| ***Warning*** | Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure. |
| **Safety precautions** | • Be aware of blade as it may cause amputations<br>• Ensure no slip/trip are present in workspaces and walkways<br>• .<br>• .<br>• .<br>• .<br>• .<br>• .<br>• .<br>• .<br>• .. |
| **Operational Safety Practices** | • Never use the machine for cutting metal that is beyond the machine's capacity with respect to thickness, shape or type.<br>• Two people to lift items greater than 20kg<br>• .<br>• .<br>• .<br>• .<br>• .<br>• .<br>• . |

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