

Safe Work Instruction	
<b>Punch and Shear</b>	Issue date: 5 June 2009

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Example content:

<b>Document no.</b>	<b>Work description</b> Use of Punch and Shear		
	<b>Scope</b> Applies to the use and operation of punch and shear to pinch		
<b>Review date</b> 1/9/10	<b>References : AS4924,1 Safety of Machinery OHS Act, OHS Regulations</b>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
	<b>Do not wear</b> anything loose that could catch in the moving parts <ul style="list-style-type: none"> <li>•</li> </ul>	Only operators who have been authorised as properly.	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			
<b>Pre Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>• Guards or safety devices must never</li> <li>• Shearing edges should be maintained in</li> <li>• Working parts should</li> <li>• Area around the machine must be</li> <li>• Sufficient space must exist</li> <li>• Familiarise yourself with</li> <li>• Manual handling tasks should be</li> <li>• Ensure cutting</li> <li>• Faulty equipment</li> </ul>		
<b>Safe Operational Use</b>	<ul style="list-style-type: none"> <li>• Never use punch or shears /guillotine</li> <li>• Material should be properly supported</li> <li>• Take extreme care during the</li> <li>• The work piece should always</li> <li>• Use supports for long material</li> <li>• Hold material securely to</li> <li>• <b>Ensure fingers and limbs</b></li> </ul>		
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>• When not in use, this machine must be disconnected</li> <li>• Leave the work area in a</li> </ul>		
<b>Inspection and maintenance</b>	<p><b>Punch, and shears / guillotines must be</b></p> <ul style="list-style-type: none"> <li>• A record of maintenance by a competent</li> <li>• The record is to include the; <ul style="list-style-type: none"> <li>• date of purchase</li> <li>• date of introduction</li> <li>• relevant general</li> <li>• dates and details of every</li> <li>• dates and details of the</li> </ul> </li> </ul> <p>Inspections are to be carried out in accordance with the Inspection and</p>		
<b>Training</b>	Punch and shears / guillotines should only be.		
<b>Potential Hazards</b>	<ul style="list-style-type: none"> <li>• Closing movements between shearing</li> <li>• Sharp edges on</li> <li>• Squash/</li> <li>• Manual</li> </ul>		