

HORIZONTAL PRESS SOP

ACRONYMS

LOTO - Lockout/Tagout.

PPE - Personal Protective Equipment.

SOP - Safe Operating Procedure.

HAZARDS - What can cause harm?

- ▲ Electricity
- ▲ Moving parts
- ▲ Fluids under pressure
- ▲ Manual Handling
- ▲ Poor housekeeping

PRECAUTIONS

- All operators must be trained and competent to operate a Horizontal Press safely. Operator training should include:
 - Workplace induction
 - Safe operating procedures
 - Manufacturer's instructions
 - Nature of hazards
 - Fitting of PPE
 - Manual handling
 - Housekeeping
 - First Aid

**MAKE SURE THE
EMERGENCY STOP IS
ACCESSIBLE TO THE
OPERATOR AND
FUNCTION TESTED.**

MAINTENANCE

- Follow LOTO procedures and record service/repairs information in Maintenance Log. Maintenance is conducted as per manufacturers' instructions and by qualified persons only
- When the machine is taken out of service for maintenance:
 - Shut off and isolate the power supply
 - The power supply is clearly labelled/tagged "do not use."



PPE



PRE-OPERATIONAL INSPECTION

- Follow the pre-operational checklist in the manufacturer's operational manual, ensure:
 - No air/fluid leaks, damaged or worn hoses/couplings
 - No stored materials/debris in the operating area
 - All guards in place and functional
 - Controls labelled and working correctly
 - All fittings are tight/secured and bolster adjusted/pins in place (if applicable)
 - Correct pressure settings
 - Attachments connected to and being operated only as per manufacturers instruction
 - Attachments adjusted to prevent the operator from reaching into /or to allow withdrawal from the danger area before the die closes
 - Button release controls allow the ram to stop or return.

HORIZONTAL PRESS SOP



No
flammables



Consult
SDS Sheet



No trip or slip hazards



Appropriate
ventilation



Adequate
lighting

OPERATION

1. Operate in accordance with manufacturers' instructions
 2. Wear prescribed PPE - Leather gloves should be worn when handling raw materials during loading – but not during operation of the press
 3. Check that the hydraulic/pneumatic unit is fully closed ready for operation
 4. All safety devices must be available and functioning when the press is in use
 5. Position working table at required operating height
 6. Screw the required adaptor to the ram and if required, identify the matching cutout on the arbor plate to be used
 7. Position the arbor plate or press tools to be used onto the worktable and align beneath the ram
 8. Place workpiece onto the worktable or arbors and align
 9. Hold the configuration in position with clamps
 10. Operate the pump slowly until the ram is close to or just touching the workpiece. Before applying real pressure, re-check alignment with the ram and ensure workpiece and press tools are supported and cannot flex to breaking point
 - ✗ **DO NOT** exceed the indicated stroke and do not apply off-centre loads
 - ✗ **DO NOT** place any body parts between ram and workpiece while the press is in operation
 11. When work is complete, release the pressure
 12. Always keep the piston retracted after use to avoid corrosion
 13. On completion:
 - ✓ Switch off the press
 - ✓ Always keep the press clean, dry, and protected
 - ✓ Clear the work area
 - ✓ Purge the system to remove any air/oil before the next use.
- ✗ Do not allow the load to swing during lifting
 - ✗ Do not operate the press if any parts are missing
 - ✗ Do not use the press for a task it is not designed to perform
 - ✗ Do not adjust or tamper with the safety valve
 - ✗ Do not exceed the rated capacity of the press
 - ✗ Do not exceed the stroke indicated on the label or the red mark on the piston, and do not apply off-centre loads
 - ✗ Do not apply off-centre loads
 - ✗ Do not allow the workpiece or the arbor plates to fall from the press workbench
 - ✗ Do not get the press wet or use in damp or wet locations or areas where there is condensation
 - ✗ Do not climb on the press.