

METAL CUTTING GUILLOTINE SOP

ACRONYMS

- LOTO - Lockout/Tagout.
PPE - Personal Protective Equipment.
SOP - Safe Operating Procedure.

HAZARDS - What can cause harm?

- ▲ Noise
- ▲ Electricity
- ▲ Moving objects
- ▲ Sharp edges
- ▲ Manual Handling
- ▲ Poor housekeeping

PRECAUTIONS

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



MAINTENANCE

- Follow LOTO procedures. 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:
 - The power cord undamaged/good condition, test and tagged – current as per legislative requirement
 - Moving parts are lubricated and free of dirt/rust
 - The feed table clear of debris
 - Guards in place, undamaged (include any motor or flywheels covers)
 - The Emergency Stop is functional
 - The controls labelled and working correctly
 - The cutting table is free of scraps and tools
 - The foot pedal is guarded to prevent accidental activation
 - The area is clear of other persons.

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WORK AREA



No flammables



Fire extinguisher



Consult
SDS Sheet



No trip or slip hazards



Appropriate ventilation



Adequate lighting

GUILLOTINE INSTALLATION

- ✓ Sufficient space for safe access to the machine
- ✓ It does not obstruct doors and emergency exits
- ✓ The machine is securely fixed into position on a suitable foundation
- ✓ The plane of operation is not in line with doorways, passageways, entrances, or where people work
- ✓ There is adequate space for handling materials and pathways to and from the machine and for work in progress
- ✓ Supports are available if planning long workpieces. A roller stand is beneficial
- ✓ Operators have a good field of view of the work area



- ✓ Operator working zones should be marked with a 2in/50mm wide yellow or yellow/black line (if permanently fixed)

OPERATION

1. Operate in accordance with manufacturers' instructions
2. Wear prescribed PPE. *Gloves **must not** be worn when using the metal cutting guillotine; the gloves are to be used when handling scrap metal during cleanup*
3. Mark cutting line/s accurately
4. Clamp the workpiece securely
5. Use the correct safety steps for starting and stopping the guillotine, especially in an emergency
6. Check safety devices before operating the guillotine
7. Use correct lifting procedures when handling large sheets of material:
 - Avoid long periods of repetitive movements
 - Avoid awkward and sustained positions
 - Use mechanical lifting aids when possible
 - Use two or more people for lifting & moving heavy/awkward equipment
 - Regular breaks
8. Use a support table or two-person lifts for large metal sheets
9. Use caution during the initial feeding of the workpiece into the machine
10. Hold workpiece as far back from cutting area as possible
11. During cutting, ensure feet are clear of the foot pedal
12. Hold the material firmly to ensure accuracy of cut
13. Ensure fingers/hands are clear of blade and clamping bar before operating/actuating the guillotine.