⚠ WARNING

General Machinery Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. **Read the entire Manual before starting machinery.** Machinery may cause serious injury if not correctly used.
2. **Always use correct hearing protection when operating machinery.** Machinery noise may cause permanent hearing damage.
3. **Machinery must never be used when tired, or under the influence of drugs or alcohol.** When running machinery you must be alert at all times.
4. **Wear correct Clothing.** At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.
5. **Always wear correct respirators around fumes or dust when operating machinery.** Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.
6. **Always wear correct safety glasses.** When machining you must use the correct eye protection to prevent injuring your eyes.
7. **Keep work clean and make sure you have good lighting.** Cluttered and dark shadows may cause accidents.
8. **Personnel must be properly trained or well supervised when operating machinery.** Make sure you have clear and safe understanding of the machine you are operating.
9. **Keep children and visitors away.** Make sure children and visitors are at a safe distance for you work area.
10. **Keep your workshop childproof.** Use padlocks, Turn off master power switches and remove start switch keys.
11. **Never leave machine unattended.** Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.
12. **Make a safe working environment.** Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.
13. **Disconnect main power before service machine.** Make sure power switch is in the off position before re-connecting.
14. **Use the Correct Extension Lead.** Extension leads should be avoided where possible but If required, always use an extension lead that is rated for the power requirements of your machinery. Using an incorrectly rated extension lead can lead to overheating, damage to machinery, or potential fire hazards. Ensure leads are in good condition and free of damage. Replace if faulty.
15. **Keep machine well maintained.** Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.
16. **Keep machine well guarded.** Make sure guards on machine are in place and are all working correctly.
17. **Do not overreach.** Keep proper footing and balance at all times.
18. **Secure workpiece.** Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.
19. **Check machine over before operating.** Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.
20. **Use recommended accessories.** Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.
21. **Do not force machinery.** Work at the speed and capacity at which the machine or accessory was designed.
22. **Use correct lifting practice.** Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.
23. **Lock mobile bases.** Make sure any mobile bases are locked before using machine.
24. **Allergic reactions.** Certain metal shavings and cutting fluids may cause an ellergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.
25. **Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

⚠ WARNING

Punch & Shear Machine Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. **Maintenance.** Make sure the Punch & shear is turned off and disconnect from the main power supply and make sure all moving parts have come to a complete stop before any inspection, adjustment or maintenance is carried out.

2. **Punch & shear Condition.** Punch & shear must be maintained for a proper working condition. Never operate a Punch & shear that has low oil levels, damaged or worn parts. Scheduled routine maintenance should performed on a scheduled basis.

3. **Blade Condition.** Never operate a Punch & shear with a damaged or badly worn blades. Replace if required.

4. **Pump Direction.** Pump rotation must be in arrow direction otherwise the pump will be damaged.

5. **Hand Hazard.** Keep hands and fingers clear from moving parts. Serious injury can occur if hand or finger tips come between blades. All workstation guarding must be lowered to close completely when not in use and a minimum clearance must be maintained between the workpiece thickness and guarding on the operational workstation.

6. **Personal Protection.** Gloves are recommended when handling the workpieces.

7. **Authorized and trained personnel.** The machine must be operated by authorized and trained personnel.

8. **Avoiding Entanglement.** Remove loose clothing, belts, or jewelry items. Never wear gloves while machine is in operation. Tie up long hair and use the correct hair nets to avoid any entanglement with the shearing blades or moving parts.

9. **Power outage.** In the event of a power failure during use of the machine, turn off all switches to avoid possible sudden start up once power is restored.

10. **Work area hazards.** Keep the area around the Punch & shear clean from oil, tools, objects & chips. Pay attention to other persons in the area and know what is going on around the area to ensure unintended accidents. The working area of the machine must be properly lit up.

11. **Guards.** To prevent access to the rear on the machine please ensure barrier guarding is fitted after installation. Do not operate Punch & shear without the correct guards in place. Necessary guards protect you from injuries by the shear blades & moving parts.

12. **Material.** Do NOT shear granular, hydrous or over-capacity sheet pieces.

13. **Shearing/Punching .** Do NOT operate the machine without proper blade gap adjustment according to sheet thickness. Use correct dies to suit material thickness.

14. **Warning Labels.** Take note of any warning labels on the machine and do not remove them.

15. **Operation.** During the shearing process, the workpiece may slide or move unexpectedly. Therefore, the material must be handled carefully.

16. **Emergency stop.** Use the emergency stop button in case of any emergency.

17. **Level machine.** Level the machine on a flat concrete surface by using a spirit level.

18. **Hearing protection and hazards.** Always wear hearing protection as noise generated from machine and workpiece can cause permanent hearing loss over time.

19. **Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

PLANT SAFETY PROGRAM

NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL

Hydraulic Punch & Shear

Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures
This program is based upon the Safe Work Australia, Code of Practice - Managing Risks of Plant in the Workplace (WHSA 2011 No10)

Item No.	Hazard Identification	Hazard Assessment	Risk Control Strategies (Recommended for Purchase / Buyer / User)
B	CRUSHING	LOW	Secure & support work material on table.
C	CUTTING, STABBING, PUNCTURING	MEDIUM	Wear gloves to prevent cuts from sharp material offcuts.
D	SHEARING	MEDIUM	Hands should be kept clear of moving parts. Isolate power to machine prior to any checks or maintenance. Do not adjust or clean until machine has fully stopped. To prevent access to the rear of the machine ensure barrier guarding is fitted after installation Ensure guards are secured properly. All workstation guarding must be lowered to close completely when not in use and a minimum clearance must be maintained between the workpiece thickness and guarding on the operational workstation.
F	STRIKING	MEDIUM	Ensure material hold downs are correctly adjusted. Wear safety glasses. Stand clear of falling offcuts.
H	ELECTRICAL	MEDIUM	All electrical enclosures should only be opened with a tool that is not to be kept with the machine. Machine should be installed & checked by a Licensed Electrician.
O	OTHER HAZARDS, NOISE.	LOW	Wear hearing protection as required.
Plant Safety Program to be read in conjunction with manufactures instructions			

HARE&FORBES MACHINERYHOUSE

www.machineryhouse.com.au

MACHINERYHOUSE

www.machineryhouse.co.nz

Authorised and signed by:
Safety officer: .....
Manager: .....

Revised Date: 2nd June 2025