# ⚠ 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

# Power Operated Guillotine Safety Instructions

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

1. **Maintenance.** Make sure the Guillotine 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. **Guillotine Condition.** Guillotine must be maintained for a proper working condition. Never operate a Guillotine that has low oil levels, damaged or worn parts. Scheduled routine maintenance should performed on a scheduled basis.
3. **Blade Condition.** Never operate a Guillotine 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.
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. The shear is designed to be operated be a single user. Using the machine with more than one operator is forbidden, except for certain maintenance situations.
8. **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.
9. **Work area hazards.** Keep the area around the Guillotine 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.
10. **Guards.** Operate machine only with all protective devices and guarding in place and operational. Never remove, defeat or bypass. Any presence-sensing safeguarding used must have regular Safety integrity tests and records kept. These records must be kept for 5 years or for the life of the plant and be handed to any person that you relinquish control of the plant to. Tests include stop time measurements , safety distance calculations and inspections, with operator checks and periodic maintenance checks. (WHS Regulation 226)
11. **Material.** Material must NOT be hardened ceramic or glass-originated, non flat metals (at origin) e.g. rods, bars, tubes & pipes.
12. **Blade gap adjustment.** Do NOT operate the machine without proper blade gap adjustment according to sheet thickness.
13. **Warning Labels.** Take note of any warning labels on the machine and do not remove them.
14. **Backgauge Area.** Do not access the backgauge area, while the machine is working.
15. **Protective fence.** Do not bridge the safety limit switch of the rear protective fence.
16. **Squaring arm.** Do not use side squaring arm and front support arms for intermediate storage of workpieces.
17. **Operation.** During the shearing process, the workpiece may slide or move unexpectedly. Therefore, the material must be handled carefully.
18. **Emergency stop.** Use the emergency stop button in case of any emergency.
19. **Level machine.** Level the machine on a flat concrete surface by using a spirit level.
20. **Overloading machine.** Do not exceed the rated capacity of the guillotine. Please refer to the manual for capacities.
21. **Hearing protection and hazards.** Always wear hearing protection as noise generated from machine and workpiece can cause permanent hearing loss over time.
22. **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

## Power Operated Guillotine

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 and blades.<br>Isolate power to machine prior to any checks or maintenance.<br>Ensure front blade guard is fitted securely.<br>Do not adjust or clean until machine has fully stopped.<br>Access to the rear of machine must be interlock or photoelectric guarded to prevent access when the machine is operating, (see workcover authority principles of machine guarding for guidelines). |
| F | STRIKING | MEDIUM | Wear safety glasses.<br>Stand clear of falling offcuts.<br>Ensure material hold downs are correctly adjusted.<br>Ensure guards are secured properly. |
| H | ELECTRICAL | MEDIUM | Machine should be installed & checked by a Licensed Electrician.<br>All electrical enclosures should only be opened with a tool that is not to be kept with the machine. |
| O | OTHER HAZARDS, NOISE. | LOW | Wear hearing protection as required. |
| Plant Safety Program to be read in conjunction with manufactures instructions | | | |

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

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