

# Safety Operating Procedures

## Hand Tools

**DO NOT use this machine unless a Training Officer has instructed You and has given permission by a signed Risk Assessment**



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Bench Gloves must be worn when using hand tools



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Ensure no slip/trip hazards are present in workspaces and walkways.
- ✓ Ensure that all tools are in good condition before use.
- ✓ Specifically check File handles, Hacksaw blades, Hammers loose heads –damaged handles. Scribers & Punches are sharp.
- ✓ Check the bench vice is secured and in good condition
- ✓ Always use soft jaws use in the vice to avoid damage to the work-piece.
- ✓ Visually check power tools for damage - condition/cables/PAT test.
- ✓ Select the correct tool for the job.
- ✓ Faulty equipment must not be used. Immediately report.

### OPERATIONAL SAFETY CHECKS

- ✓ Clamp work piece firmly into the vice. Ensure minimum overhang.
- ✓ Hold hacksaws with both hands, cut on the side of the vice which is your dominant hand, slow at the end of the cut.
- ✓ When using files use good balance
- ✓ When marking out scribe away from yourself
- ✓ When using hammers hold away from the head and avoid being in the line of fire.

### HOUSEKEEPING

- ✓ Return all tools & equipment to their respective storage areas.
- ✓ Safely store precision measuring equipment.
- ✓ Clean up and absorb any spills immediately.
- ✓ Quarantine any faulty or damaged tools/equipment.
- ✓ Leave the work area in a safe, clean and tidy state.
- ✓ Safely dispose of any waste.

### POTENTIAL HAZARDS AND INJURIES

- ⓘ Sharp Tools– contact injury handling /clean-up.
- ⓘ Moving parts - hair/clothing entanglement.
- ⓘ Eye injuries.
- ⓘ Skin irritation.
- ⓘ Metal splinters/swarf burrs.
- ⓘ Sharp edges and burrs.
- ⓘ Burns
- ⓘ Noise (use protection when required)
- ⓘ Manual Handling -heavy /long sections of material

### DON'T

- ✗ Hacksaw with one hand.
- ✗ Leave power tools running unattended.
- ✗ Attempt to hold or catch the work-piece as it completes the cut.
- ✗ Carry sharp tools in pockets.
- ✗ Get in the line of fire.
- ✗ Horseplay

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other control measures. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use

Date of last review

Signature