### TASK: Guillotine

| HAZARDS: | Eye damage.  
|          | Risk of serious injury to fingers and hands. |
| PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT | Workshop specific clothing including footwear.  
|          | First Aid Kit. |

#### BEFORE YOU START

Ensure you have been inducted and have approval of use of this piece of equipment.

#### ALWAYS

Keep fingers clear of blade at all times!

#### JOB STEPS

- Ensure metal to be cut is appropriate size – small pieces are not to be cut on this machine!
- If metal is thick ask for assistance to apply pressure to foot operated lever.
- Maximum cut thickness of 2mm only. Not to be used for cutting steel.
- Guillotine must only be used for cutting silver, nickel silver, brass, copper, gilding metal and aluminium.
- Always mark accurately where cut is to be made. Use this mark to line up metal accurately to the blade.
- Always keep fingers clear of blade at all times – if you have assistance ensure their fingers are also clear!

#### WHEN YOU FINISH

Clean area thoroughly and dispose of all debris/scrap appropriately.
**OHS Consultation and Approval**

(Ensure this section is completed and copied onto rear of SOP)

**OHS Consultation**

(Completion Instructions)
Print names and enter signatures and dates to certify that the persons named in this section have been consulted in relation to the development of this Standard Operating Procedure. Note that the OHS Representative (OHS Committee) certifies that consultation has taken place, and may not be involved in the original consultation.

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<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Manager/Supervisor</td>
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<td>First employee using SOP</td>
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<td>Second employee using SOP (if applicable)</td>
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<td>OHS Representative (OHS Committee)</td>
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**SOP Approval**

_Name Authorising (Printed):_ .................................................................

_Signature:_ ................................................................._Date:_ ..................................................