**TASK:** BENCH SHEAR

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**SOP No:** VA27  **Version:** 1  **Date:** February 2008

**Dept/Div/School:** SVPA

**Supervisor/Manager:** COURSE COORDINATOR

**Other Contacts:** LECTURING / TECHNICAL STAFF

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**HAZARDS:** Risk of severe cuts to fingers and hands. Eye damage.

**PROTECTIVE EQUIPMENT AND EMERGENCY EQUIPMENT**

- Eye goggles
- First Aid Kit

**BEFORE YOU START**

- Ensure you have been inducted on machine use and have permission from staff before use.
- Ensure safety goggles are worn.

**ALWAYS..........................**

- Keep fingers clear of blade!

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**JOB STEPS**

- Ensure safety goggles are worn.
- Piece to be guillotined is appropriate for bench shear – ie: correct size, shape or profile.
- Never cut large sections of sheet on this machine.
- Sections of ‘rod’ profile material may be cut on this machine - Always cut round profile material in the rod cutting hole!
- Always keep fingers clear of cutting blade!

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**WHEN YOU FINISH**

- Ensure safety pin is replaced after use and all metal scraps are cleared away.
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>
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<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:_ ………………………………………