

STANDARD OPERATING PROCEDURES

Shears – Metal Work

DO NOT use this equipment unless you have received authorization from the Shop Coordinator



Leather gloves must be worn at all times.



Hearing protection must be worn.



Work boots must be worn at all times.



A dust mask must be worn.



Safety glasses must be worn at all times.

Potential Hazards and Injuries

- Lacerations
- Pinch
- Crush
- Amputation
- Strain
- Struck-by
- Muscle strain

Pre-Operational Safety Checks

- Ensure machine is off while inspecting.
- Ensure the guards are in place.
- Ensure emergency stops are operational.
- Ensure the equipment is secured to the ground.
- Ensure the blade is clear of obstructions.
- Put on required PPE before using equipment.
- Be aware of all power sources and kill switches.
- Make sure to use equipment only on appropriate materials and per manufacturer's instructions.
- Position body to maintain balance.
- Make sure to use supports for pieces of material that cannot be supported by the machine.

Safe Practices During Operation

- Beware of newly cut sharp edges.
- When applicable, deburr material.
- When lifting material, maximize use of legs, bend with the knees and tighten your abdomen.
- When lifting and moving material, avoid twisting.
- When lifting and moving material, request assistance if necessary.
- Keep body parts away from pinch points and the blade.
- Switch off the equipment when not in use.
- Follow manufactures recommendations for use and care of equipment.

DON'T

- Do not bypass or tamper with safety controls.
- Do not slide hands along edges of material.
- Do not bypass or tamper with safety controls.

SOP must be used in conjunction with an effective training program