



Safe Working Procedure (SWP)

Badge Machine

Department	Student Development
Location	Student Development Office
Supervisor/Manager	Student Development Manager
Author	HR & OD Manager/Student Development Coordinator
Effective Date	08.02.2013
Review Date	Every two years or as required
Associated Documents/SWP	NA
Associated Risk Assessment	NA

Safe Work Procedures and Basic Description

Title	Badge Machine
Description	Safe Working Procedures to ensure the safety of Arc representatives and students for the purpose of using the Badge Machine
Type	Procedure



Hazards associated with equipment/machinery/technique/process

- Sharp Edges of Pin
- Manual Handling
- Squashing hand and/or fingers in between badge arm and base

Requirements before starting


- Ensure you have carefully read the Badge Machine SWP.
- Prepare the area & materials required before using the Badge Machine.
- Ask any questions you may have before operating the Badge Machine.
- Take care during the initial placement of the various pieces into the machine.
- Ensure fingers are clear before actuating the Badge Machine.
- Please read through all instructions before using the badge machines.
- It is very easy to make a mistake while making badges.
- If a mistake is made the badge bits cannot be used again, and there is not an endless supply of badge pieces. So please be careful!



Procedure – Small Badge Machine

	Procedure/Task Step	Potential Hazard	Controls
1.	<p>You will see that both the large and small badges consist of three components:</p> <ul style="list-style-type: none"> • A white plastic badge back with pin attached • A convex metal disc • A clear plastic front disc 		<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)
2.	<p>Putting the “FRONT” components into the machine</p> <ul style="list-style-type: none"> • Make sure the gold coloured "FRONT" bit of the machine is nearest to you. • Place the metal front, edge down (face up), in the gold coloured bit of the machine. • Then lay your artwork on top of the metal disc. Place it with the top in the 12 o'clock position. • Lay the clear plastic disc on top of your artwork. • Rotate the rotor plate 180° until it hits the stop on the machine body. (The silver "BACK" bit of the machine will now be nearest you.) • Pull the handle down to the limit of its travel. You will see the top and gold bits engage and "snap" together. Gently release the Handle (do not let it fly back) to its normal position. All the “FRONT” components have now transferred to the top bit of the machine. 	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)
3.	<p>Putting the “BACK” components into the machine</p> <ul style="list-style-type: none"> • Place the white plastic badge back in the silver "BACK" bit of the machine. The pin should be clasp side down. This means that the squiggly metal bit will be facing up at you. Ensure that the pin sits “left-right” across the machine, so that the artwork will sit square once it is finished. • Rotate the rotor plate 180° until it hits the stop on the machine body. (The gold "FRONT" bit of the machine will now be nearest to you.) • Pull the handle down to the limit of its travel. You will see the top and silver bits engage and "snap" together. Gently release the handle. 	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)

4.	<p>Getting the finished badge</p> <ul style="list-style-type: none"> • Rotate the rotor plate 180° until it hits the stop on the machine body. The completed badge will now be sitting in front of you. • Fidget around to get it out of there. (Or use the magnet) 	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)
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Procedure – Large Badge Machine

	Procedure/Task Step	Potential Hazard (What can be done to minimise that risk of injury)	Controls (What can be done to minimise that risk of injury)
1	<p>Putting the components into the machine</p> <ul style="list-style-type: none"> • First, place the plastic badge back, (with pin) in the lower section of the badge machine. The pin should be clasp side down. This means that the squiggly metal bit will be facing up at you. Ensure that the pin sits “left-right” across the machine, so that the artwork will sit square once it is finished. • Next, place the metal disc on top of the badge back with the edges facing down, as if the front of the badge will be facing you. (Which it will be eventually.) • Then lay the artwork face-up onto the metal disc, ensuring it is square to the metal pin. (Otherwise you’ll have a wonky looking badge) • The figure shows which order the components will be in once they are all put into the badge machine. 	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)

<p>2.</p>	<p>“Crimping” your badge</p> <ul style="list-style-type: none"> • Pull the top lever down to the limit of its travel. The lever will stop below the horizontal position, and you will see the top and bottom parts of the machine engage and "snap" together. • Gently release the top lever (do not let it fly back to the vertical position). You will see that the white badge back remains in the bottom bit while the other components are in the top bit.  <p><i>NOTE: Very occasionally, the badge back sticks up into the top die. If it does, reach up and hook it out, replacing it in the lower die.</i></p>	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)
<p>3.</p>	<p>Pushing in the top bit</p> <ul style="list-style-type: none"> • With the tops of your fingers (both left and right hands) push the front of the badge right up into the top bit of the machine. You will feel a soft "plop" as the components move into the correct position. Very little force is needed, but ensure that you use even pressure with your left & right fingertips. <p><i>NOTE: This step is essential! It adjusts the crimping position to any thickness of artwork paper. If a badge is spoiled, the most likely reason is that this step was omitted.</i></p>	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)
<p>4.</p>	<p>Pushing the Knob in and the Lever down</p> <ul style="list-style-type: none"> • With your left hand, push in the knob of the slide bar (at the bottom left of the machine) until it stops. CONTINUE HOLDING IT IN. DO NOT RELEASE IT. • With your right hand, pull down the top lever to the limit of its travel. You will feel some resistance as the badge is crimped. You should feel it ‘click’ once, and be able to push a little bit more, so it ‘clicks’ a second time. • Now release both the slide bar and top lever. • Your badge is completed. • To eject the finished badge, you will see a small wire at the bottom part of the machine on the right; push the wire upward and you will be able to remove the badge. 	<ul style="list-style-type: none"> • Sharp Edges of Pin • Manual Handling • Squashing hand and/or fingers in between badge arm and base 	<ul style="list-style-type: none"> • Keep hands and fingers clear of sharp or heavy parts at all times. • Keep aisle and work area clean. • Make sure hair and clothing does not get caught in machine. • Always gently release handle (never let it fly back into position)

Tools and Equipment

- First Aid

Emergency Safety Equipment



Personal Protective Equipment



Long and loose hair must be tied back.



Keep aisle and work area clean

Emergency Procedure

- All emergencies call 56666.
- Display emergency procedures in the area.

Clean up procedures for task

- Remove all off cuts from the badge and dispose of in bin
- Put handle down and store Badge Machine securely in storage area.
- Ensure the SWP/Operating Instructions are packed away with the Badge Machine.
- Ensure area is clean and tidy

Waste Disposal Procedures

1. Remove all off cuts and place them in either in the storage rack or waste bin.
2. Leave the work area in a safe, clean and tidy state.

Resources

List legislation, standards and codes of practice used in development of the SWP

Approval, training and review

Approval	Student Development Coordinator	Signature	
Training	All persons operating this equipment or following this procedure/task must have training or instruction on the safe use of the equipment and they must be assessed as competent		
Review Date	08.02.2015	Responsibility of Review	HRM/SD Coordinator

Current SWP will be available from the HR Department or from the WHS Website

Version	Date	Author	Approval	Sections modified	Details of amendments
[1.0]	08.02.2013	HRM/SD Coordinator	SD Coordinator	N/A	New Guideline