



Safe Working Procedure (SWP)

Guillotine

Department	Arc@UNSW Limited
Location	Both Kensington & CoFa Campus
Supervisor/Manager	All Direct Manager in accordance with the SWP Guidelines
Author	HR & OD Manager
Effective Date	8.11.2012
Review Date	Every two years or as required
Associated Documents/SWP	NA
Associated Risk Assessment	NA

Safe Work Procedures and Basic Description

Title	SWP – General Office Equipment
Description	Safe Working Procedures to ensure the safety of Arc representatives and students for the purpose of using the following equipment:
Type	Process / Task /Equipment

Hazards associated with equipment/machinery/technique/process

- Do not attempt to cut material beyond the capacity of the machine.
- Never attempt to cut rod, strap or wire with this machine.
- Use correct lifting procedures when handling large sheets of material.
- Take care during the initial feeding of the workpiece into the machine.
- The workpiece should always be held sufficiently far back from the edge being fed into the guillotine.
- Ensure fingers and limbs are clear before actuating the guillotine.
- Hold material firmly to prevent inaccurate cutting due to creep.

Requirements – Before Starting

- **Do not use this equipment unless Direct Manager has instructed you in its safe use and operation;**
- Read SWP and ensure you are briefed by an Arc representative with the appropriate authorization to provide such training.
- Ensure you have carefully read this SWP.
- Ensure that you have the appropriate training and/or supervision for the task.
- Prepare the area, materials, person required before using the guillotine.
- Ask any questions you may have before operating any machinery

Procedure - Guillotine

1. Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space.
2. Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.
3. Working parts should be well lubricated and free of rust and dirt.
4. The area around the machine must be adequately lit and kept free of materials, which might cause slips or trips.
5. Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.
6. Familiarise yourself with and check all machine operations and controls.
7. Ensure cutting table is clear of scrap and tools.
8. Faulty equipment must not be used. Immediately report suspect machinery.

Tools and Equipment

- First Aid

Emergency Safety Equipment



Personal Protective Equipment (Please circle the appropriate PPE)

- Long and Loose hair must be contained;
- Jewelry and Rings must not be worn
- Gloves must NOT be worn
- Sturdy footwear must be worn at all times



Appropriate footwear must be worn.



Gloves must not be worn



Long and loose hair must be contained



Switch power off after use



Jewelry and Rings must not be worn



Keep aisle and work area clean

Task/Procedure

Equipment.	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)
Guillotines	<ul style="list-style-type: none"> • Ensure guard is in place and not damaged in any way. If damaged do not use • Keep hands and figures clear of moving sharp parts. 	Pinch Points Sharp Edges Moving Parts/Manual Handling	<ul style="list-style-type: none"> • Ensure blades are guarded. Do not operate if guards are broken or damaged. • Do not operate with loose clothing or jewellery. People with long hair must tie it back. • Appropriate footwear must be worn. • Gloves must NOT be worn when using the guillotine. • Switch power off after use. • Keep aisle and work area clean.

Emergency Procedure (how to deal with fires, spills or hazardous substances)

All electrical switches must be within easy reach to all operators to shut down in case of an emergency. All emergencies call 56666. Display emergency procedures in the area.

Clean up procedures for task (include all routine steps including set up and close down)

Ensure areas are kept 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 (including plant, chemicals, PPE, and equipment etc)**List legislation, standards and codes of practice used in development of the SWP**

WHS Act 2012, WHS Regulations 2012, The guarding and safe use of paper and metal Guillotines AS1893 -1977, Safe Guarding of Machinery AS4024-2006.

Approval, training and review

Approval		Signature	
Training	All persons operating this equipment or following this procedure/task must have training and instruction on the safe use of the equipment and they must be assessed as competent		
Review Date		Responsibility of Review	HR & OD Manager
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]	08.11.2012	HRM	CEO	N/A	New Guideline