### Safe Work Procedure

**Process/Equipment:** Sheet Metal Notcher  
**Location:** ENGINEERING WORKSHOP 6.G01

<table>
<thead>
<tr>
<th>Procedure Developed by:</th>
<th>Approved by:</th>
<th>Date:</th>
</tr>
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<tbody>
<tr>
<td>M.Grantham</td>
<td>R.Marshall</td>
<td>22.1.07</td>
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</tbody>
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**Referenced UOW Guidelines, legislation, codes of practice, Australian Standards etc:**
- UOW OH&S Policy
- Occupational Health & Safety Act 2000
- Occupational Health & Safety Regulation 2001
- AS/NZS 1336: 1997 Occupational Eye Protection
- AS/NZS 2161.1: 2000 Occupational Protective Gloves
- Manufacturers (Hare and Forbes) plant safety programme – based on NOHSC: 1010-1994

#### Personal Protective Equipment Required

| X | X |

| X | X |

#### Activity

<table>
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<tr>
<th>Activity</th>
<th>Hazards Identified</th>
<th>Risk Score</th>
<th>Controls</th>
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</table>
| 1. Pre-start up | Damage to shear blade | Medium | Ensure shear blade is adjusted to correct settings, (see operators manual for correct settings)  
Ensure all guards are fitted and tensioned correctly prior to starting  
Check blade is not blunt or damaged  
REPORT ANY DEFECTS TO WORKSHOP SUPERVISOR |
| 2. Align material to be cut | Crushing. Sharp edges on metal. | High | Secure and support work material on table.  
PPE as per AS/NZS 1336 Occupational Eye Protection  
PPE as per AS/NZS 2161.1 Occupational Protective Gloves |
| 3. Shear material with lever. | Shear blade. Striking from moving handle. Loss of body Part Repetitive Strain Injury | High | Stand to one side of shear when cutting and DO NOT over strain when pulling handle. Take a break if you are making a large number of cuts. Beware of handle striking your head. Ensure hands are clear of shearing blade when cutting  
PPE as per AS/NZS 1336 Occupational Eye Protection  
PPE as per AS/NZS 2161.1: Occupational Protective Gloves |
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4. Job completion

Sharp edges on metal.
Trip hazards

Medium

Clean & tidy work area and equipment
Remove all sharp edges from material
REPORT ANY DEFECTS TO WORKSHOP SUPERVISOR