

Standard Operating Procedure

DO NOT use this equipment unless you have been trained and assessed to a competent level in its safe use and operation.



Safety glasses must be worn at all times.



Hearing protection must be worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.

Pre-Operational Safety Checks

1. Ensure that risk assessment has been read.
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Faulty equipment must not be used. Immediately report suspect machinery

Housekeeping

1. Return equipment to correct storage location.
2. Leave equipment and work area in a safe, clean and tidy state after job is completed.

Potential Hazards

- Eye injuries
- High noise levels

Responsibilities

Managers

1. Train personnel on proper procedure.
2. Initiate work orders for repairs that production personnel are unable to repair.
3. Verify necessary part are correctly stocked.
4. Validate that repairs are completed.

Personnel

1. Identify inoperable, malfunctioning, or non-optimized equipment.
2. Make small adjustments or repairs if safe to do so and training on such fixes has been provided. Otherwise, report faulty equipment to managers.

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