

**Title: Sheet Metal Hand Shear**

**Issue Date: May 2016**








CENTRAL OFFICE USE ONLY

**Page Number: 1 of 2**

**Last Reviewed: May 2016**

**Next Review Date: May 2018**

**DO NOT use this machine unless you have been trained in its safe use and operation.**

|  |   |   |  |  |  |
|--|---|---|--|--|--|
| <b>Description of Work:</b>  |   | Using a Sheet Metal Hand Shear  |  |  |  |
|    |   | <p><b>Potential Hazards:</b> Exposed blade with significant mechanical advantage when handle is pulled. Exposed moving parts and gears. Extreme cutting hazard is always present. Risk of cuts from sharp work piece edges after every cut.</p> <p><b>Important Notice:</b> This SOP is intended as a reference guide to compliment Western Engineering's Shop Safety Training. This document by its self does not constitute shop/equipment training. Please visit OWL site: "Western Engineering Shop Training"</p> |  |  |  |
| <b>Personal Protective Equipment (PPE) Required</b> (Check the box for required PPE):  |   |   |  |  |  |
| <br>Cut Hazard  | <br>Gloves | <br>Eye Protection   | <br>Pinching Hazard | <br>Approved Footwear | <br>Employ Entanglement Precautions |
| <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  |
| <b>Potential Risks and Hazards:</b>  |   |   |  |  |  |
| <ul style="list-style-type: none"> <li>• Protect from cutting at all times from both machine and work pieces</li> <li>• Protect hands from exposed moving parts</li> </ul>   |   |   |  |  |  |
| <b>Safe Work Procedure Checklist:</b>  |   |   |  |  |  |
| 1. PRE-Operation: <ul style="list-style-type: none"> <li>▪ The hand shear must be sitting securely on the floor</li> <li>▪ Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.</li> <li>▪ Shearing edges should be maintained in good condition, should be distortion free and correctly adjusted.</li> <li>▪ Working parts should be well lubricated and the blades free of rust and dirt.</li> <li>▪ Ensure no slip/trip hazards are present in workspaces and walkways.</li> <li>▪ Sufficient space must exist around the machine to prevent accidental contact with passersby.</li> <li>▪ Familiarize yourself with and check all machine operations and controls.</li> <li>▪ Faulty equipment must not be used. Immediately report suspect machinery.</li> </ul> |   |   |  |  |  |

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**2. Operation:**

- Never use the hand shear for cutting metal that is beyond the machine's capacity with respect to thickness, shape, hardness or type. Flat materials only up to 0.080" (2mm)
- Material should be properly supported during cutting and industrial type gloves should be worn to protect the hands.
- Use supports for long material - signpost if a tripping hazard.
- Manual handling tasks should be assessed and appropriate procedures put in place.
- Hold material securely to prevent it from moving during the cut.
- **Ensure fingers and limbs are clear before operating the hand shear.**

**3. POST-Operation:**

- Ensure blade is still in good condition – report if not
- Install Lock when finished
- Put device back in original location out of heavy traffic areas

**Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process).

| <b>Name:</b>    | <b>Title:</b>        | <b>Contact Details:</b> |
|-----------------|----------------------|-------------------------|
| Chris Vandelaar | Student Shop Manager | CMLP 1301 x 80281       |
| UMS Technicians | UMS Technicians      | TEB Rm. 50 x 88836      |

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use

**Date of last review:**

**Signature:**