

SAFETY WORK INSTRUCTION
COLLECTING/HANDLING BROKEN FORMER IN PRODUCTION LINE

Personal protection equipment

- a) Cotton glove
- b) Arm sleeves
- c) Safety helmet
- d) Safety shoe

Equipment to prepare

- a) Plastic basket
- b) Wooden pallet
- c) Forklift

Example of cases:

*running lines/not required to downline

- Brush press former
- No r-pin
- Knocked on line structure
- Nylon plate worn out
- Reglazed former (can't stand high temperature)

** Required Downline

- chain out of track
- Broken sprocket
- Broken s-plate
- Broken bearing

Method :

A. Broken former(s) collection in production line

- 1) To have sufficient light at incident location.
- 2) Must wear cotton glove when collecting the formers.
- Do not handle with bare hands**
- 3) For narrow / hot area - must wear arm sleeves and cotton glove to protect from cut and hot surfaces
- 4) Broken former collected to be placed in plastic basket at ground level.
- **If collecting former at upper level, to bring down the former.

Do not placed in rubbish bin at upper level

B. Broken former(s) collection for major breakdown case

- 1) To have sufficient light at incident location.
- 2) To make sure pathway out of obstruction
- 3) Must wear cotton glove. For narrow / hot area - must wear arm sleeves to protect arm from cut and hot surfaces
- 4) If required to unplug the former, to provide container for long pin.
- Do not put on the walkway**, to prevent other to step on it which may cause slip
- 5) Broken formers collected to be placed in plastic basket.
- 6) If occurred at upper level, to follow these additional steps
 - a) Basket must be covered before brought down.
 - b) To use forklift to transfer down the basket. Don't bring down by stairs.

c) Precaution step when lift people with forklift

- i) Advisable to use safety harness for worker being lift
- ii) **Driver should not leave driver's seat** after lifting – to remain seated



arm sleeves



cotton gloves

In case of emergency, seek medical attention immediately

*running lines/not required to downline



**Required to downline



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