





Safe Work Instruction	Issue date: 09/06/09
Metal Brake Press – Safe Operation	Review date: 27/11/10

Document No.	Work description		
SMS-06-SW-0811	This SWI outlines the safe work practices for the use of a Metal Brake Press		
	Scope This SWI applies to all metal brake presses in RSD		
Review date	References		
27/11/10	<ul style="list-style-type: none"> NSW OHS Act 2000 NSW OHS Regulation 2001, Part 5.4 AS4024.1 Safeguarding of Machinery SMS-06-GD-0225 Plant SMS-06-GD-0403 Plant Risk Assessment SMS-06-GD-0001 Guide to Manual Handling SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out SMS-06-GD-0323 Personal Protective Equipment SMS-16-SR-0057 Inspection and testing SMS-05-SR-0027 Records management 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> Safety Eyewear or full face protection Protective Gloves (for handling sheets of metal only) Hearing protection Long sleeved shirt or Overalls Safety Footwear Operate according to the manufacturer's instructions 	<ul style="list-style-type: none"> Competent in the use of a Brake Press Site specific induction Manual Handling training Electrical Safety Awareness 	Nil additional
Tools and equipment required:			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT .			
	Warning The following warnings apply throughout this SWI <ul style="list-style-type: none"> <i>This machine presents a serious crush or amputation hazard. Under no circumstances are you to place any part of your body between the punch and the die. Never set the tool, remove or adjust the guarding unless trained and authorised to do so. The machine must be isolated, by unplugging from the wall outlet (where possible) or by switching power off at the wall outlet and at the brake press</i> <i>If the Brake Press is damaged or any guards are missing or damaged do not proceed with the work. Tag the equipment out, in accordance with SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out, and notify your Line Manager as soon as practicable</i> <i>Always wear safety eyewear and hearing protection during the operation of this machine</i> <i>Using this machine requires manual handling. To prevent an injury use a firm grip, keep back straight, bend knees and avoid twisting, bending or overreaching. Seek assistance as required</i> <i>To prevent injury hand, wrist or neck jewellery as well as loose clothing must not be worn and long hair must be contained while operating this machine</i> <i>Never wear gloves when the machine is being used. They must be worn when handling sheets of metal as edges can be sharp causing injury</i> <i>Never attempt to correct any fault in the machine when it is in operation and all power sources are not confirmed isolated or if you are not qualified/competent to do so. Failure to do so may lead to serious injury</i> 		
Site / job planning	Familiarise yourself with all worksite procedures, eg. induction, Pre-Work Brief Ensure immediate environment is safe for work e.g. adequate lighting, loose materials, chemical spills, housekeeping		

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Pre-operational checks	<p>Ensure fixed guards are in place to prevent hands or other parts of the body from entering the trapping space</p> <p>Ensure the equipment does not have any “Out of Service” tags and that the electrical leads are within test date</p> <p>Ensure the immediate area is clear of other personnel before using equipment</p> <p>Ensure feed table is clear of scrap and tools</p> <p>Visually inspect all moving parts to ensure they are lubricated and free from rust and debris</p> <p>Familiarise yourself with and check all machine operations and controls</p>
	<p>Warning</p> <ul style="list-style-type: none"> <i>If any guards are missing or damaged do not proceed with the work, tag the equipment out, in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u>, and notify your Line Manager as soon as practicable</i> <i>Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes and only under the protection of isolation</i>
Test	<p>Once the above checks have been carried out, turn the machine on and test as follows</p> <ul style="list-style-type: none"> Ensure emergency stop(s) function Ensure dies are securely in place Ensure press operates smoothly Ensure rollers feed smoothly Ensure clutch and brake operate correctly Ensure power and other indicators are illuminated
Operation of the Brake Press	<p>Take extreme care during the initial feeding of the workpiece into the machine</p> <p>Ensure the rollers are clamped into place before bending metal</p> <p>Hold material firmly to prevent inaccurate bending due to creep</p> <p>When preparing to bend metal sheets, ensure your feet are positioned to avoid accidental contact with the foot operated lever</p>
	<p>Warnings</p> <ul style="list-style-type: none"> <i>Sheets may move during bending. To prevent injury do not sit in front of a brake press or lean over a work piece</i> <i>Metal sheets have sharp edges may cut hands during handling. To prevent injury ensure protective gloves are worn whenever handling sheets</i> <i>Do not try to back a workpiece out of the slip roll while the rollers are still clamped into place</i> <i>If you note any damage or malfunction while using the brake press, affix an “Out of Service” tag, in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u>, and notify your Line Manager as soon as practicable</i>
Inspection and Maintenance	<p>Conduct a post work inspection for any damage that may have occurred during the machines use and report it to your Line Manager as soon as practicable</p> <p>Never undertake any maintenance, unless the equipment has been isolated, by unplugging from the wall outlet (where possible) or by switching power off at the wall outlet and at the brake press</p> <p>Conduct maintenance as per the Manufacturer’s specifications and recommendations</p> <p>Get an authorised maintenance person to do any repairs or checks / alterations to the tools settings</p> <p>Maintain inspection and test records in accordance with <u>SMS-16-SR-0057 Inspection and Testing</u> and <u>SMS-05-SR-0027 Records Management</u></p>
Housekeeping	<p>Remove all off cuts and place them in the appropriate waste bin</p> <p>Leave the work area in a safe, clean and tidy state</p>
	<p>Warning</p> <ul style="list-style-type: none"> <i>Off cuts can be sharp. To prevent injury always wear protective gloves when cleaning the machine</i> <i>If you identify damage after using the lathe, affix an “Out of Service” tag, in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u>. Never leave a damaged or malfunctioning piece of equipment without applying a tag and notifying the relevant Line Manager as soon as practicable</i>
Additional controls	
<ul style="list-style-type: none"> <i>Other controls may be necessary, depending upon the work being carried out. Refer to relevant SWIs</i> <i>If you identify additional hazards and / or controls relevant to this SWI, notify your Safety Facilitator or Line Manager as soon as practicable, so they can be noted and used to continuously improve this document</i> 	