⚠ WARNING

General Machinery Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. **Read the entire Manual before starting machinery.** Machinery may cause serious injury if not correctly used.
2. **Always use correct hearing protection when operating machinery.** Machinery noise may cause permanent hearing damage.
3. **Machinery must never be used when tired, or under the influence of drugs or alcohol.** When running machinery you must be alert at all times.
4. **Wear correct Clothing.** At all times remove all loose clothing, necklaces, rings, jewelry, etc. Long hair must be contained in a hair net. Non-slip protective footwear must be worn.
5. **Always wear correct respirators around fumes or dust when operating machinery.** Machinery fumes & dust can cause serious respiratory illness. Dust extractors must be used where applicable.
6. **Always wear correct safety glasses.** When machining you must use the correct eye protection to prevent injuring your eyes.
7. **Keep work clean and make sure you have good lighting.** Cluttered and dark shadows may cause accidents.
8. **Personnel must be properly trained or well supervised when operating machinery.** Make sure you have clear and safe understanding of the machine you are operating.
9. **Keep children and visitors away.** Make sure children and visitors are at a safe distance for you work area.
10. **Keep your workshop childproof.** Use padlocks, Turn off master power switches and remove start switch keys.
11. **Never leave machine unattended.** Turn power off and wait till machine has come to a complete stop before leaving the machine unattended.
12. **Make a safe working environment.** Do not use machine in a damp, wet area, or where flammable or noxious fumes may exist.
13. **Disconnect main power before service machine.** Make sure power switch is in the off position before re-connecting.
14. **Use the Correct Extension Lead.** Extension leads should be avoided where possible but If required, always use an extension lead that is rated for the power requirements of your machinery. Using an incorrectly rated extension lead can lead to overheating, damage to machinery, or potential fire hazards. Ensure leads are in good condition and free of damage. Replace if faulty.
15. **Keep machine well maintained.** Keep blades sharp and clean for best and safest performance. Follow instructions when lubricating and changing accessories.
16. **Keep machine well guarded.** Make sure guards on machine are in place and are all working correctly.
17. **Do not overreach.** Keep proper footing and balance at all times.
18. **Secure workpiece.** Use clamps or a vice to hold the workpiece where practical. Keeping the workpiece secure will free up your hand to operate the machine and will protect hand from injury.
19. **Check machine over before operating.** Check machine for damaged parts, loose bolts, Keys and wrenches left on machine and any other conditions that may effect the machines operation. Repair and replace damaged parts.
20. **Use recommended accessories.** Refer to instruction manual or ask correct service officer when using accessories. The use of improper accessories may cause the risk of injury.
21. **Do not force machinery.** Work at the speed and capacity at which the machine or accessory was designed.
22. **Use correct lifting practice.** Always use the correct lifting methods when using machinery. Incorrect lifting methods can cause serious injury.
23. **Lock mobile bases.** Make sure any mobile bases are locked before using machine.
24. **Allergic reactions.** Certain metal shavings and cutting fluids may cause an ellergic reaction in people and animals, especially when cutting as the fumes can be inhaled. Make sure you know what type of metal and cutting fluid you will be exposed to and how to avoid contamination.
25. **Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

⚠ WARNING

3 in 1 Sheetmetal Machine Safety Instructions

Machinery House
requires you to read this entire Manual before using this machine.

1. **Maintenance.** Make sure all moving parts are locked down before any inspection, adjustment or maintenance is carried out. Place a block of timber between the blades to save blades from shearing hands or fingers.

2. **Machine Condition.** Machine must be maintained for a proper working condition. Never operate this machine with damaged or worn parts. Scheduled routine maintenance should performed on a scheduled basis.

3. **Blade/Rolls Condition.** Never operate a Guillotine with a damaged or badly worn blades. Replace if required.

4. **Hand Hazard.** Keep hands and fingers clear from moving parts. Serious injury can occur if hand or finger tips come between blades and rolls.

5. **Gloves & Glasses.** Always wear leather gloves and approved safety glasses when using this machine.

6. **Authorized and trained personnel.** The machine must be operated by authorized and trained personnel. The shear is designed to be operated be a single user. Using the machine with more than one operator is forbidden, except for certain maintenance situations.

7. **Work area hazards.** Keep the area around the Guillotine clean from oil, tools, objects & chips. Pay attention to other persons in the area and know what is going on around the area to ensure unintended accidents.

8. **Guards.** Do not operate this machine without the correct guards in place. Necessary guards protect you from injuries by the blades and rolls.

9. **Material.** Material must NOT be hardened ceramic or glass-originated, non flat metals (at origin) e.g. rods, bars, tubes & pipes.

10. **Blade gap adjustment.** Do NOT operate the machine without proper blade gap adjustment according to sheet thickness.

11. **Warning Labels.** Take note of any warning labels on the machine and do not remove them.

12. **Backgauge Area.** Do not access the backgauge area, while the machine is working.

13. **Squaring arm.** Do not use side squaring arm and front support arms for intermediate storage of workpieces.

14. **Operation.** During the operation process, the workpiece may slide or move unexpectedly. Therefore, the material must be handled carefully.

15. **Level machine.** Level the machine on a flat concrete surface by using a spirit level.

16. **Hearing protection and hazards.** Always wear hearing protection as noise generated from machine and workpiece can cause permanent hearing loss over time.

17. **Heating Material.** Heating metal with a torch while the metal is in the panbrake will weaken the fingers.

18. **Pinching.** Prevent pinching by lowering the panbrake fingers when not in use.

19. **Call for help.** If at any time you experience difficulties, stop the machine and call you nearest branch service department for help.

PLANT SAFETY PROGRAM

NEW MACHINERY HAZARD IDENTIFICATION, ASSESSMENT & CONTROL

(3 in 1) Panbrake/Folder/Guillotine/Rolls

Developed in Co-operation Between A.W.I.S.A and Australia Chamber of Manufactures
This program is based upon the Safe Work Australia, Code of Practice - Managing Risks of Plant in the workplace (WHSA 2011 No10)

Item No.	Hazard Identification	Hazard Assessment	Risk Control Strategies (Recommended for Purchase / Buyer / User)
B	CRUSHING	LOW	Secure & support work material on table etc. Ensure machine is bolted down.
C	CUTTING, STABBING, PUNCTURING	MEDIUM	Wear gloves to prevent cuts from sharp material offcuts. Ensure guards are properly fitted Care must be taken when handling blades.
D	SHEARING	MEDIUM	Keep hands clear of all blades and rolls when using machine.
F	STRIKING	MEDIUM	Ensure material clamps are correctly adjusted.
Plant Safety Program to be read in conjunction with manufactures instructions			

HARE&FORBES MACHINERYHOUSE

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Authorised and signed by:
Safety officer: .....
Manager: .....

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