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## OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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### SAFE WORK INSTRUCTION

<b>Task Operation:</b> USE OF NIBBLERS/SHEARS			Form SW 014 Rev A
<b>Special Comments:</b> This procedure is to be used with any operating manuals or training relevant to the tasks. This equipment must only be used by persons who have received the appropriate training.			
<i>ACTIVITY</i>	<i>HAZARDS</i>	<i>HOW TO DO IT</i>	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation	Electrocution Cuts	<ul style="list-style-type: none"> <li>· Do not operate electrical equipment/leads in wet areas</li> <li>· Ensure adequate lighting is provided at all times</li> <li>· Isolate from power and check power lead and machine for damage</li> <li>· Inspect blades for set and sharpness</li> <li>· Position fence and/or guards at correct size and/or position</li> <li>· Ensure ELCB/RCD is connected and is at supply end of any lead</li> <li>· Ensure current Inspection Tag is on equipment</li> <li>· Secure loose clothing and long hair</li> <li>· Remove burrs and sharp edges from material</li> </ul>	    
Operation	Electrocution Cuts Eye Damage Burns	<ul style="list-style-type: none"> <li>· Connect power, ensuring ELCB is tested before machine is activated</li> <li>· Do not exert undue force Nibbling/Shearing</li> <li>· Ensure machine stops before placing down</li> <li>· All power tools and associated leads should be kept away from water including rain</li> </ul> <p>In the event of a fault or abnormal action, switch off machine and disconnect from power, attach an "Out of Service" tag and report to supervisor</p>	 
After Use Care		<ul style="list-style-type: none"> <li>· Coil and pack tool extension lead, and ELCB in their designated storage area</li> </ul>	