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This SWOP outlines the Metcash/IHG safe and approved work method for operating a Key Cutting Machine on a Metcash/IHG Site.

Key Hazards	- Fingers or hands getting caught in moving/rotating parts - Hazardous Manual Tasks – awkward, twisting, bending positions - Untidy work area, uneven or slippery floor (Housekeeping) - Faulty equipment, non-compliance with manufacture's recommendations and standards - Moving parts	- Burns from hot materials or friction - Sparks - Noise - Sharp edges and burrs - Sharp and flying objects (eye injury) - Lack of maintenance / service - Unmaintained/faulty electrical cables and switches - Incompetent/untrained operator. - Transfer of virus/infection from contact with shared equipment/surfaces
Key Identified Controls	 Hi vis clothing must be worn, vests closed  Safety footwear must be worn  Long/loose hair must be contained  Close fitting clothing must be worn  Eye protection must be worn  Ear protection must be worn  Refer to Instruction Manual  Protective apron must be worn  Do not wear gloves  No rings or jewellery to be worn	Operator training should include: - Workplace induction - Daily pre-operation checks - Safe Work Operation Procedure - Manufacturer's operating instructions read and understood. - Nature of hazards - Fitting of personal protective equipment - Manual handling training - Housekeeping - SOT (Safety Observation Tour) - Hazard reporting/ Lockout/ Tag Out (LOTO) - ATR (Associate Technique Review) Only authorised and trained personnel are to operate this machine. Electrical: - Use electrical sockets protected by Residual Current Device (RCD) (Safety Switches) or use portable RCD devices - Switchboards are to have an appropriately rated circuit breaker - All electrical equipment and leads are to be tested and tagged as per the testing and tagging register/schedule - Keep electrical cords clear of excessive heat, oil and sharp edges (including moving parts of tools)

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PRIORITY ITEMS

PRE USE AND INSPECTION *Follow any Pre-operational checklists in the manufacturer's operations manual.

ENSURE:

- You read and understand the operator's manual and the Key Cutter risk assessment.
- The machine is installed in accordance with the manufacturer's instructions.
- Pre operational check is conducted.
- The operator is familiar with the machine controls and any programming sequences.
- The power cord, plug, socket and power outlet are free from any damage.
- To identify any trip hazards & prevent damage to electrical cord/s.
- The machine is earthed/grounded.
- Any Optical Reader (if applicable) is installed. Calibrate the machine jaws and cutter using the Calibrations Menu in accordance with the manufacturer's instructions.
- The protective shield (if available) is secure and correctly fitted.
- Safety glasses are worn even if the machine is fitted with guards.

WARNING: Do not use if there are any damaged, missing parts or guards. Report and tag out.

CHECK:

- No other personnel are in the immediate work area.
- Exclusion zones, if required.
- The area around the emergency stop button is clear for easy access.
- Work area is clean and tidy.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.



SAFE WORK OPERATING INSTRUCTIONS

Types of Key Cutting Machines used (pictured right).

Machine model types could be:

- Cutting Keys by Card
- Cutting Keys by Code
- Cutting Keys using Optical Reader
- Fully automated

Operate in accordance with Manufacturer's Operating instructions.

Before operation:

- Make adjustments in accordance with the Manufacturer's instructions.

During operation;

- Keep fingers and hands clear of all moving parts when the machine is powered and operating.

PHOTOS/DIAGRAMS



SHE-IHG-SWOP

Safe Work Operating Procedure: Key Cutting Machine



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Maintenance & Cleaning	<u>Follow LOTO procedures, record service / repairs information in Maintenance Log.</u> On completion: • Switch off the machine when work is completed and before carrying out any cleaning, maintenance or before removing waste material, disconnect from power. • Ensure that the work area is left in a condition that does not create any risk to other users or persons. • Keep electrical cord/s in good condition and stored to prevent trip hazards and damage. • Clean bench and work area and place all waste material in bin. • Check the condition of the key cutting machine at the end of each use, leave in a clean and tidy state.  Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only
Associated Documents	<i>A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.</i>