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SAFE OPERATING PROCEDURES

Metal Punching, Forming and Shearing SOP 11A-25

Hazard Review		
Pinching and Crushing Injuries	Eye Injuries	Lifting
Cuts, Scrapes and Bruises	Noise	
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Shoes	Safety Glasses/Face Shield	Gloves
Hearing Protection	Protective Clothing	

1. OSHA regulations related to punching, forming and shearing equipment are specific and stringent; be certain that applicable rules have been explained and are fully understood.
2. Never operate a machine without proper guarding in place and functioning.
3. Eye protection is required by any personnel in proximity of punching, shearing or bending operations as defined by yellow aisle markings.
4. Never operate a power actuated punch, shear or bending machine until you have received instructions on the specific machine to be used and its safety devices.
5. Check punches, dies, rams, hold-downs and strippers (when applicable) for proper adjustment, alignment and proper, secure mounting prior to operation.
6. If two operators are used to feed material, agree on who will actuate the machine and a “ready” signal for each person.
7. Use proper lifting and handling techniques. When required use overhead cranes, forklifts or another person.
8. Be certain where scrap material or “bend-ups” will go and that this area is clear.
9. Do not wear loose fitting clothes or neckties.
10. Before beginning a job, ensure a neat orderly workspace with sufficient clearance for handling raw material, finished goods and scrap.
11. Review the SDS for all chemicals used.

Related SOP's	
General SOP'sChapter 10	Hoisting/Jacking.....11A-9
Maintenance and Repair Shops (General) .. 11A-21	Metal Removing by Machine.....11A-26
High Pressure Hoses 11E-6	Rigging..... 11E-9
Forklift 12A-6	