

Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS FOR HOTKNIFE

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Before use check that the lead and plug are in good condition.	
2	Only hold the Hotknife by the handle, take care not to touch the blade.	
3	Keep loose hair or clothing well away from the Hotknife.	
4	Ensure the surface you are working on is heatproof.	
5	Explain work with the Hotknife must finish at least 30 minutes before closure of business for the day.	
6	Make sure Hotknife is unplugged at the end of the day.	
7	Report any problem or issues immediately to your supervisor or a member of the management team.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: