

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR BAG SEALER**

Name: ..... Training Date:.....

	Instruction	Understands ✓ or X
1	Explain that safety equipment must be used at all times and why – safety boots must be used at all times when running machines.	
2	Switch on sealer using switch on wall, then turn switch situated on the machine to the required setting.	
3	Select required lay flat size.	
4	Pull lay flat through clamp on sealer to desired length, press clamp down, Hold until red light goes out.	
5	Cut off bag only after the red light has de activated, this can be done using the safety knife attached.	
6	Do not place fingers close to weld bar as burning may occur?	
7	Do not use any machine unless trained and authorised by Manager/ Setter.	

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: .....