

**Safe System of Work**  
**OPERATING AND SAFETY INSTRUCTIONS FOR MOULDING MACHINES**

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

	Instruction	Understood ✓ 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	Before operating a machine clarify that safety check has been completed and signed off, if not see a Manager or setter before switching the machine on.	
3	Explain where the red emergency stop button is and when to use it.	
4	Explain the general process of operating the moulding machine when running semi-auto.	
5	If trimming mouldings only use the safety de-burring tool provided.	
6	If shrink wrapping read relevant instruction/safety sheet.	
7	Do not leave the machine unless authorised by Manager/setter.	
8	Do not use any machine unless trained and authorised by Manager.	

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: .....