

## Safe System of Work

### OPERATING AND SAFETY INSTRUCTIONS FOR MOULD REMOVAL

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, it is advisable to wear glove for this task.	
2	Before the removal of the Mould all sprues and any odd mouldings need to be cleared from machine surroundings, and placed in designated barrels.	
3	Conduct machine safety check before removal of Mould.	
4	Clean inside Mould thoroughly, removing any water, grease and dirt then spray Mould with Mould Protective.	
5	Turn water off on all inlet and outlet fittings at rear of Moulding machine, open the back door, this will turn the motor off.	
6	Remove brass water fittings from Mould, pull all water pipes away from Mould, close back door.	
7	Turn motor on, close mould, release clamps on moving half of Mould using Allen key and bar, bottom clamps MUST be removed first, open Mould and attach lifting strap, turn motor off on machine.	
8	Obtain desired shackle and eye bolt insert these to lifting strap, clamp shackle to lifting strap, pull chain taught.	
9	Remove clamps on fixed half of Mould using Allen key and bar, bottom clamps MUST be removed first, mould will drop slightly, guide Mould out off and over tie bars, DO NOT stand under any Moulds during removal.	
10	Blow out all water ways using air gun, this will stop the water ways from rusting giving the Mould a longer life. do not use air gun on clothing or body,	
11	Place mould onto pallet or lifting trolley and place on shelf, removal complete, fill out mould change form.	
12	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: .....