

## Safe System of Work

### OPERATING AND SAFETY INSTRUCTIONS FOR AIRLINES/AIR TOOLS

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

|    | Instruction   | Understood<br>✓ or X |
|----|---|----------------------|
| 1  | Operators using any sort of airline gun/tool must wear goggles at all times.  |                      |
| 2  | Before commencing any work check that airline connections are secure.   |                      |
| 3  | Check your airline for any leaking of air from connections and hoses.   |                      |
| 4  | Any defects must be repaired before use and reported immediately.   |                      |
| 5  | When deep cleaning the CNC machine hard to reach parts, you must do the following: <ul style="list-style-type: none"> <li>• <b>wear goggles, wear a mask, wear ear plugs, ensure the dust extraction is <u>on</u>;</b></li> <li>• <b>ensure the CNC machine is locked out;</b></li> <li>• <b>hoover as much dust from the area as possible first;</b></li> <li>• <b>use the Airline to clean residue and dirt not dust.</b></li> </ul>                        |                      |
| 6  | If you are cleaning small tools like routers from dirt/residue you must do the following: <ul style="list-style-type: none"> <li>• <b>wear goggles, wear a mask, wear ear plugs, ensure the dust extraction/hoover is <u>on</u>;</b></li> <li>• <b>hoover any dust from the area you are working;</b></li> <li>• <b>hoover as much dust from the tool as possible first;</b></li> <li>• <b>use the Airline to clean residue and dirt not dust.</b></li> </ul> |                      |
| 7  | You must never aim the air tool towards any part of your body or anyone else.   |                      |
| 8  | Ensure nobody is in the immediate area you are working when cleaning.   |                      |
| 9  | You must only use air tools for their intended use.   |                      |
| 10 | When using an airline to clean use short bursts of air rather than prolonged.   |                      |
| 11 | Try and direct any dirt towards the dust extraction or hoover.  |                      |
| 12 | All air tools must be disconnected when not in use.   |                      |

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: .....