

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR CNC Crosscut saw (Salvador)

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explained where on/off and emergency stop switches are located on machine along with the isolator switch.	
2	Explained that safety equipment must be used at all times and why -goggles, ear protection and dust extraction must be provided and used.	
3	Explained how to calibrate/Zero offset the machine	
4	Explained why the CNC Salvador machine is not to be left running when unattended.	
5	Explained why we use safety guards and how they should be set.	
6	Explained why the area around the Salvador machine should be kept clear at all times.	
7	Explained why we don't wear loose clothing when operating the Salvador machine	
8	Explained the use of correct manual handling techniques at all times, i.e., Explained how to lift timber and place it on CNC Salvador machine where not to put fingers etc.	
9	Explained why the blade is to be sharp and of correct size, secure and correctly adjusted.	
10	Explained that only trained personnel can change blades or carry out minor maintenance.	
11	Explained that any maintenance/cleaning to be done only when machine is switched off by the isolator switch. Using a lock out method.	
12	Do not operate machine with faulty guards or safety devices.	
13	Explained how to run machine using the computer	
14	Explained that only trained personnel are to programme the machine. Once their supervisor/manager is confident they can do it without risk or injury.	
15	Please note entering commands on a CNC machine could have serious consequences, you must be sure and pay attention to the command you are entering.	
16	When cleaning the CNC Salvador Machine safety equipment must always be always used and why? – goggles and mask must be provided and used.	
17	Explained that only trained and authorised personnel are to use this machine.	

18	If senior staff have concerns on your ability to run a machine, you could be stopped from working it and provided with additional training if required.	
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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: