

Safe System of Work
OPERATING AND SAFETY INSTRUCTION FOR LABEL MACHINE

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Shown how to set machine for each programme	
2	Shown how to adjust machine avoiding pinch points	
3	Shown how to feed new rolls of labels in	
4	Shown where the emergency stop button is	
5	Shown where the air feed is	
6	Shown power isolator	
7	Told to keep loose clothing away from belt and conveyor	
8	Told to handle labels carefully to avoid paper cuts	

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: