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| **Safety Task Card** |
| **OFF 04** | **Use of Paper Guillotines** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Shearing action of blade and base. | Deep cuts, lacerations and possible amputation with associated potential for infection. |
| **Safe System of Work** |
| * Guillotines only to be used by trained employees.
* Guillotines only to be dismantled and cleaned by trained employees of 18 years of age or over.
* Follow manufacturer's user instructions where these are available
* Guillotines to be maintained by competent persons and in accordance with manufacturer's guidance, where available
* Guillotines to be securely sited to ensure stability, with adequate lighting and workspace.
* Guillotines to be fitted with all necessary guards, which must be in good working order.
* Employees to ensure that clothing or jewellery cannot become entangled in the guillotine.
* Guillotines must only be used for the purpose intended e.g. cutting paper, card, acetate films, laminates etc.
* Implement the Safe System of Work/Control Measures in the Electrical Safety Risk Assessment, Ref. No. ES06/06a, including regular PAT safety testing if required.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **OFF 04** | **Use of Paper Guillotines** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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