



**SAFE JOB PROCEDURE**

**Shearing of Aluminum and Sheet Metal**

*This task may only be performed by trained personnel*

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<b>Hazards Present:</b> <ul style="list-style-type: none"> <li>• Awkward lifting posture</li> <li>• Cuts to hands and fingers</li> <li>• Pinch Points</li> </ul>	<b>Personal Protective Equipment (PPE) or Devices Required:</b> <ul style="list-style-type: none"> <li>• Safety Boots</li> <li>• Rubberized Gloves</li> <li>• Safety Glasses</li> <li>• Hearing Protection</li> </ul>	<b>Additional Training Requirements:</b> <ul style="list-style-type: none"> <li>• Back care education.</li> <li>• Lifting techniques.</li> </ul>
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**Safe Work Procedure:**

1. Don personal protective equipment before beginning task.
2. Bring material to worksite on dolly (unfinished side facing out).
3. Turn on shear, push green power button and set depth gauge. Verify with tape measure or marked piece of scrape metal. Caution: do not place fingers under guard.
4. If material is 0.050" thick a single person can handle a sheet of stock material; if material is 0.125" (1/8") thick then two person handling is required.
5. If handling sheet with a single person, lift sheet up off dolly, turn around 180°, lift sheet until lower edge can be placed on receiving arms. Lay sheet on receiving arms unfinished side down. Slide sheet to depth stop.  
If handling sheet with two people, stand on either side of dolly, lift sheet up off dolly, step toward machine and tilt sheet so that unfinished side will be against receiving arms. Slide sheet to depth stop.
6. Activate foot peddle for clamping and shearing process. Note: Remove foot from peddle before handling new material or pushing existing stock material to depth stop.
7. Remove finished material from discharge area. If a second person is clearing the discharge area the shear operator must obtain a "clear" signal before proceeding with the next cut. Shear operator and helper must agree on "clear" signal (verbal or hand).
8. Complete cycle of steps 5 to 7 until task is complete.
9. Turn key to off position.
10. Clean up scrap and off cuts. Aluminum to recycle bin; sheet metal to garbage bin.

NOTE: If machine needs cleaning, clearing, removing jammed pieces or maintenance in/under the discharge area or if the guard needs to be removed for cleaning, clearing or maintenance then person performing that task must turn off the shear and remove the key. The key is to be kept on the person until the cleaning, clearing, or maintenance is complete and the guard is reinstalled.

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

**Guidance Documents/ Standards / Applicable Legislation / Other:**  
 Manufacturer's Instructions

*This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years*

MR 217/2006 16.4 – 16.13 Machine and Tool Safety