

**SAFE OPERATING PROCEDURE**

Do not use this equipment unless you have been properly trained and instructed in its safe use and have been given prior permission.



**APPROVED EYE  
PROTECTION MUST  
BE WORN AT ALL TIMES**



**PROTECTIVE  
CLOTHING MUST  
BE WORN**



**CLOSED IN  
PROTECTIVE FOOTWEAR  
MUST BE WORN**

**PRE-OPERATIONAL SAFETY CHECKS:**

1. Ensure the worktable is clean and clear of needles, fabric offcuts and tools.
2. Ensure the workspace is clear of trip and slip hazards.
3. Ensure the cutting mat is safely position on the workbench.
4. Prepare the fabric, ensure there are no creases or folds in the fabric.
5. Make adjustments to ensure the cutter sits flush on the fabric.
6. Inspect the machine and power cord for any damage before use, never us a faulty straight knife cutter.
7. Ensure the cutter has securely been connected to the power source with the cord connected to a power source above the machine.
8. Use cable ties to adjust the length of the power cord, ensure the cord is safely positioned so it does not come into contact with the knife.
9. Ensure the blade is in good condition, use the blade sharpener to ensure the blade is sharp enough.
10. Ensure you are familiar with all of the machines operational controls.
11. Check all safety features before commencing any cutting operation.
12. Mesh gloves must be worn when operating a straight knife cutter.
13. Ensure the fabric type being used is suitable for use with a straight knife cutter.

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### **OPERATIONAL SAFETY CHECKS:**

1. Maintain a balanced stance and footing while operating the safe knife cutter.
2. Keep hands well clear of the blade during operation.
3. Never leave machine unattended when safety measures are not in place.
4. Once work has completed, ensure the safety features are in place before storing in the appropriate storage location.

### **HOUSE KEEPING**

1. Old blades must be disposed of in a safe manner.
2. Ensure safety features are engaged once cutting is complete.
3. Store in the appropriate storage cupboard or draw.
4. Ensure the workspace is left in a clean, tidy and safe condition.

### **POTENTIAL HAZARDS**

- Dropping the machine onto feet: ensure you are wearing the appropriate protective footwear.
- Back injuries due to poorly placed equipment and bad working posture.
- Hand injuries.

## SAFE OPERATING PROCEDURE

I confirm that I have read the attached Straight Knife Cutter Safe Operating Procedure following my training, and confirm that I am competent to operate a Straight Knife Cutter.

DATE:	NAME:	SIGNATURE:



# STRAIGHT KNIFE CUTTER

## SAFE OPERATING PROCEDURE

I confirm that I have read the attached Straight Knife Cutter Safe Operating Procedure following my training, and confirm that I am competent to operate a Straight Knife Cutter.

DATE:	NAME:	SIGNATURE: