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|  | <h1>Press Safety operations</h1> | Ref | SOP-033 |
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DO NOT commence any work unless you have been instructed in the safe working practices and equipment operations and have been given permission to do so

COSHH Sheets Required

N/A

PERSONAL PROTECTIVE EQUIPMENT

| | |
|--|---|
|  Ear protection must be worn. |  Close fitting/protective/Hi Vis clothing must be worn. Rings and jewellery must not be worn. |
|  FFP2 (EN 143 or EN149) certified Visor must be worn when working with poly urethane foam. |  EN388 Certified Nitrile gloves must be worn when working with grease (ACMOSIL 35-6146) and cement particle board. |
|  BS EN 467 certified Chemical apron must be worn when working with poly urethane foam. |  Rings and jewellery must not be worn. |
|  BS EN 345-S1 certified footwear must be worn at all times in work areas . |  Cut 5 level (GH315) protective gloves must be worn when handling steel. |
| |  EN374 Certified Nitrile 3 gloves must be worn when working with Adhesive. |
| |  Nitrile 1 gloves must be worn when working with poly urethane foam. |

S.O.P Content:

Content:
Pre shift check
Safety checks
Machine operations


PRE-OPERATIONAL SAFETY CHECKS

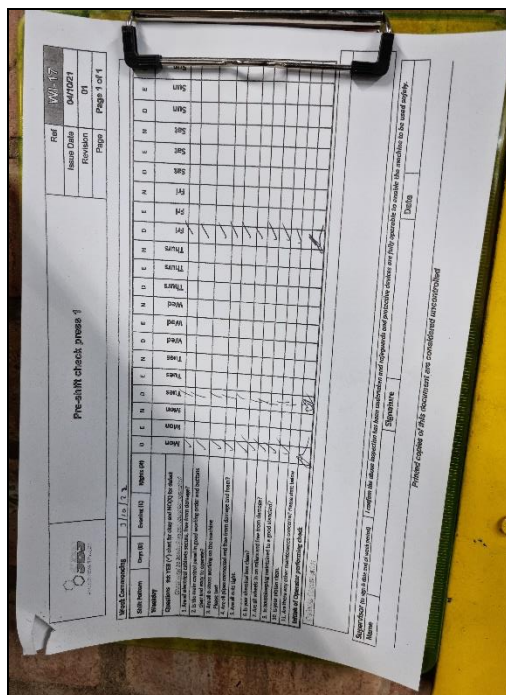
- ✓ Locate and ensure you are familiar with all machine and hand held tool operations and controls.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present. Tidy as required before commencing wor
- ✓ **Ensure you have the correct PPE to indertake the task as detailed above!**

OPERATIONAL SAFETY CHECKS

- ✓ Maintain good housekeeping standards.
- ✓ Be aware of fork trucks operating in area.
- ✓ Keep clear of elevated moving equipment / material parts.

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|---|
|  Ensure all panels are moved/transported with sufficient support to minimise the risk of muscular strain. |
| Carry out all pre use checks including blade, guards, start/stop operation |
| ALL ISSUES MUST BE REPORTED TO PRODUCTION MANAGER AND RAISED AS AN NCR |



Pre-shift check press 1

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Shift: _____

Operator: _____

Machine: _____

Checklist:

- 1. Check the machine is in good working order.
- 2. Check the machine is in good working order.
- 3. Check the machine is in good working order.
- 4. Check the machine is in good working order.
- 5. Check the machine is in good working order.
- 6. Check the machine is in good working order.
- 7. Check the machine is in good working order.
- 8. Check the machine is in good working order.
- 9. Check the machine is in good working order.
- 10. Check the machine is in good working order.

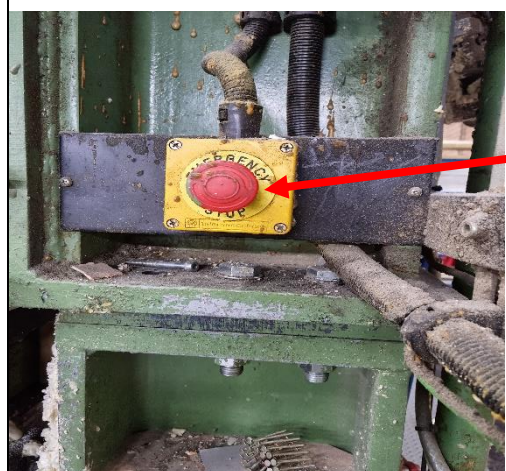
Signature: _____ Date: _____

Printed copies of this document are considered uncontrolled

Before operating this machine a pre-shift check must be completed. Any defects must be documented on the pre-shift check.



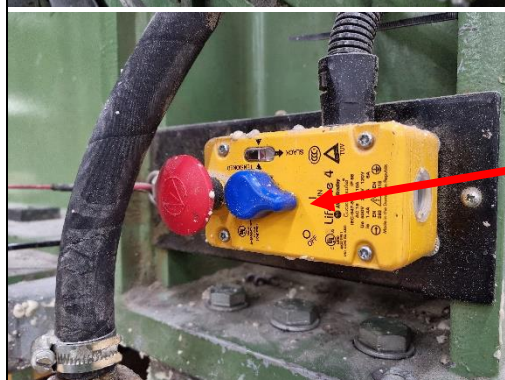
Isolation points are located on the the back Wall. Can also be used for LOTO when any maintenance is required.



At the point of completing a preshift check ensure that the E-stop is in working order.



Check the pullcord is in working order, by pulling on the cord.



Once the cord has been tested you need to reset.



Ensure you check all side rails are attached and all bolts / cap screws are tightend.

Use socket NOT drill to make sure bolts are tight.

Use allen key to tighten 4 number of cap screws.



After checking all bolts and capscrews are tightly fixed to the platterns. Check the handles for pushing / pulling platterns are secure. Also ensure walks ways are clear from trips slips and falls.

If you need to move the plattern only use handles

DO NOT PLACE YOUR HANDS ON THE STOPPERS



Now check that the track that supports the platterns are clear from foam and wheels are on the track. Ensure water pipe track is in situ and free from damage. Do not stand on the water track to gain access to the inside of the platterns.



Now check the stoppers are attached and secure. The stoppers are in situ to hold the endirons in place. Use allen key to make sure cap heads are tight. At the top of the stopper the is also a grub screw that can be adjusted. We have different sizes of stoppers make sure you have the correct size stopper on to suit panel.

Stopper.

Grub screw.

Cap heads.



If Jacks are required ensure jacks are tight and centralized to distribuite the pressure evenly if jacks are not then the pressure from the PUR could blow the panel out.

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Check temperature on the screen. Do not start cycle if temperature is below 30°C
Reprt



Check shooting gun to make sure seals are clean.
Check the is no build up of foam.



Check storage box is clean.
Check shooting pipe is clean.
Check all pipe are connected to the gun correctly.
When cleaning out your gun



Check chemical Extraction is on and all dampers are open.
The green light will be illuminited

Completeing a Jig change

Identify Side Irons required based on thickness of panel on job sheet.

Collect Rails from storage rack outside on loading bay.

Note Rails have both a top and bottom that are different sizes, make sure you collect the correct size required.

Also note when returning the Rails you **MUST clean any PUR Build up tape together as a pair and put them back in the correct location.**

How to move the Rails.

1. Locate the correct Rail.
2. Use flt to remove from storage rack.
3. place Rails on to your trolley (make sure that they are centerlised on the trolley and the weight is distruted evenly across your trolley).
4. Push the trolley along side of your press.(2 men)
5. Remove Rails that are no longer in use. (Drill and socket provided).
- 2 men will need to push the side irons on to the trolley. Make sure your hands are only placed on the top of the Rails and you have enough space to move. Placing your hands on the top is good practice as your hands will be free from trapping/pinching.
- Slide new side irons in place again by pushing and keeping your hands on the top of the Rails.
- Drill all side iron back to your press, then finally tighten up with your socket (also provided).
6. Once Rails are attached to your press measure both side to make sure they are square, If not then pack out your Rail with the correct thickness of metal required to make them square. Then tighten again with your socket.
7. Put old Rails back using same method, you **MUST clean any PUR Build up tape together as a pair and put them back in the correct location.**



If you need to ajust the size on the plattern place material on the bad of the press



Lossen paltes that support the rails



Back out rail to suit dims, then ensure all brackets are tightened

Setting up the press.

If rails need packing out ensure you pack evenly making sure the bed remains square. Make sure all bolts and capheads are tight once completed. (have a senior member of staff check to make sure you have adjusted correctly).

Use a board to ensure that the panels are squared up and the rails will close correctly.



Ensure bed and rails are clean from any PUR.

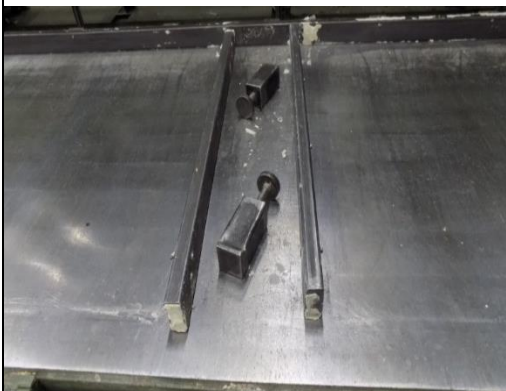
Now place endirons in the correct location making sure it is placed tight up against the stoppers.



At this point apply your release agent to all parts of the steel. **DO NOT APPLY RELEASE AGENT WHEN YOUR MATERIAL IS IN THE PRESS AS THIS WILL PREVENT MATERIAL FROM BOUNDING TO THE PUR.**

Ensure centre endirons are clean from PUR build up.

Also ensure the JACKS you have are not thicker than the panel you are about to make.



If needed you can pack out the stoppers if stopper does not have a grub screw.

Ensure the panel is square if you are doing this, also that packers are close to the top of the endiron to prevent the endiron from twisting.

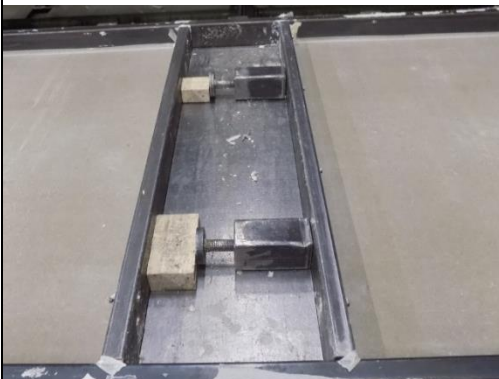




Place the required material onto the bed of the press, ensuring that the material is up to the endiron and the side rail.



Locate hole were and place bar into side rail to close siderail. When siderail is closed ensure the rail is sitting on the bed NOT on the material.



Now place endirons inside to create a barrier use Jacks to support ensuring nothing is higher than the panel that you are making.



Ensure you tape all areas inside your jig to create a seal and to stop the PUR from leaking out.

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Now drill air holes to the end irons failing to do this can create a air pocket in the panel causing it to under fill.
Don not tape after you have drilled your air hole as you may tape over your hole drilled.



Now apply support stick you may need more than one depending on the size of panel required.

Cap heads are located on side rail and endiron to support the board from falling down evenly. When placing a board on you must place them on top of the cap heads, if part of the board is not on the caphead then ajust and replace.



Before placing the top sheet on you must check inside to make sure the is no other material inside the plattern, at this point sign your production sheet to say this has been completed. Now two me can place the material on to the support stick and cap heads.

DO NOT SLAM THE MATERAIL DOWN PLACE CAREFULLY.

Making sure all parts of the material is in line.

Once lined up use your hand to support the board with the other hand pull out the support stick, carefully to prevent the board from falling down, if the board falls down, remove board and repeat process again.



Now complete jacks ensuring they are tight.



Now you can tape along side the top of the panel ensuring all parts are covered. You are now ready to open your press.

All other settings see relevernt Sop 002,003,004,005,006,021

Opening & Closing press,

This Is now a 2 man operation both operators will stand opsite to each other and would need to hold down both buttons at the same time until the process is complete



Operator 1 holds both buttons until operation is completed



View from operator 1 ensuring walkway is clear.



Operator 2 also needs to hold down both buttons until operation is completed.



View from operator 2 ensuring walk way is clear.

Note with having both operators using both hands to open and close the press, this ensures both operators are safe away from any entrapment. As an extra safety measure, operators also stand at opsite side of the press ensure no one can access the area when in operation. If 1 operator fails to hold down all 4 buttons then the press will automaticly stop.

Before you open your press you must make sure all staff are on the out side of the pallerns.



This can cause crushing and its maditory to stay out when press in opening and closing.

Simply press open when your have checked both side of your pallern. That no staff located inside the gap between press and plattern.



When moving the platterns only have your hand on the handle

Do not place your hand on the stopper! The stopper is in place so your plattern will stop moving through the press. The stopper is attached to the plattern and stops on the press causing a point where you can crush your hands.



Handle

Stopper

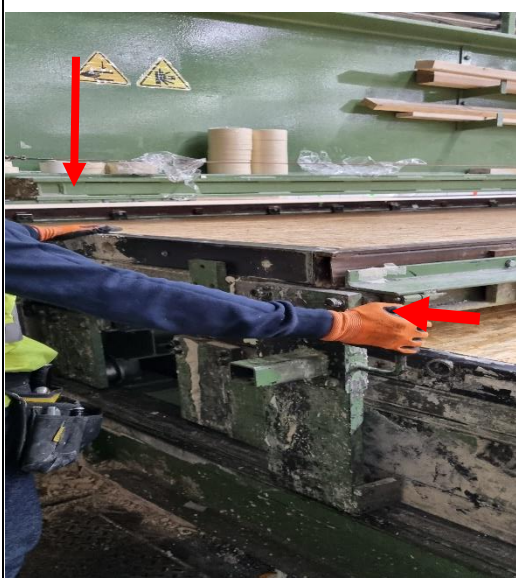
Crushing point

When moving platterns always pay attention as to where your hands are located as there are multiple location were you can get caught up in moving parts. Always ensure two employees are pulling /pushing platterns at the same time. Always insure you keep to the same routine. Always in sure that you know where other employees are when moving platterns. Never try to push/ Pull platterns by your self. This can also cause you injury or can even cause the plattern to twist then bonce off the rails.



Correct

Only use the handles when moving platterns.

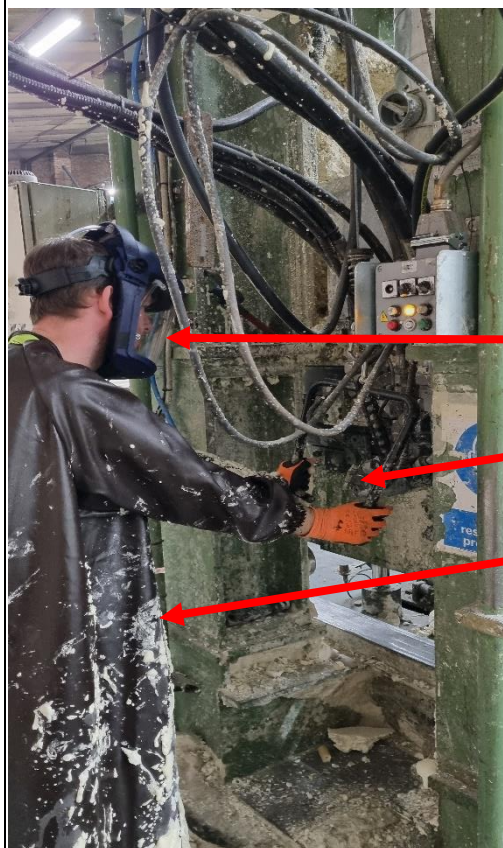


Notice

Right hand located on the handle attached to the press but left hand is located in danger of coming in to a crushing point.

Shooting A panel can become very dangerous if your not protected eusue you always protect yourself

When shooting a panel you must ensure that you have the correct personal protective equipment.



A full air feed face mask.
Correct hand protection.
Protective Apron.

FFP2 (EN 143 or EN149) certified Visor must be worn when working with poly urethane foam.





Nitrile 1 gloves must be worn when working with poly urethane foam.

BS EN 467 certified Chemical apron must be worn when working with poly urethane foam.




Always insure before shooting you complete simple steps check your gun is clean. Ensure you have bugs ready. Eusure you have a hammer to knock in your bung. Ensure endiron are secure.

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POTENTIAL HAZARDS AND INJURIES

-  Trapping of limbs, moving machine parts, amputation.
-  Slips/trips/falls.
-  Eye injuries.
-  Manual handling.

DON'T

-  Do not use faulty equipment. Report suspect machinery immediately.
-  Never leave the machine unattended during operation.
-  **Do not attempt lifting operations without support.**

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other manufacturers operating manual/procedures. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

I have undertaken the training above. I fully understand and able to carry out the task competently