
EQUIPMENT OPERATING PROCEDURES

1. Do not operate equipment unless authorized. Unauthorized personnel must be kept away from equipment while it is operating.
2. Do not operate equipment unless all guards and shields are in place. Safety devices are designed and provided to protect the operator from hazards. Make use of the protection that is provided.
3. Do not work on a machine unless it is latched safe.
4. Do not release a safety button which someone else has set; That person may still be working on the equipment.
5. Do not start-up a machine that has stopped for no apparent reason. Someone may have stopped the machine and failed to put SAFE ON. Unexpected start-up may result in serious injury to a fellow worker. Always alert co-workers of your intention to restart a machine.
6. Before maintaining or repairing any equipment, lock out the main electrical power disconnect, bleed off all hydraulic and pneumatic systems, secure all parts that can fall, and take any other specific precautions required for the particular equipment. Lock out or place a warning tag on the switch to alert others to the fact that maintenance or repair work is in progress.
7. Check for persons, tools, or pieces of equipment between and around all parts of the equipment. For example, examine printing units, folder, roll stands, gears, and work sides, before operating the equipment.
8. Before starting the machinery; Remove all used plates, tools, and equipment from the press area and alert your co-workers.
9. When working in areas with high noise levels always wear hearing protection devices (ear muffs, plugs, etc.)
10. Keep fingers and other body parts clear of nips, slitters, and moving parts when operating, making ready, washing up, and wiping up. Loose clothing, jewelry, neckties, and long hair must be kept clear of moving parts.
11. Do not reach into the machinery to make adjustments while the equipment is running.
12. Do not attempt to remove hickeys from moving plates or blanket cylinders or lint or dirt from moving rollers while equipment is moving.
13. Do not wipe down cylinders, plates, rollers or blankets while equipment is moving.

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14. When using rags to perform any cleaning process, fold the rag into a pad with no loose edges dangling. If for any reason the machinery moves unexpectedly and the rag is pulled into the equipment, DO NOT attempt to retrieve the rag while the equipment is running.
15. Periodically check the plates for any looseness or cracks.



16. Follow instructions carefully when handling chemicals. Ingestion of substances that get onto food from your hands and clothes is one of the routes of exposure to potentially harmful substances used in the press-room. Wash before eating.

Housekeeping

1. Keep all platforms, stairs, railing surfaces, equipment, and aisles clear, clean, and free of all obstacles.
2. Utilize proper storage space for ink cans, rags, tools, and other press supplies.

Electrical Safety

1. Use extreme caution around electrical equipment to prevent fire and electrical shock.
2. Only qualified personnel should replace fuses and reset circuit breakers.
3. Report loose electrical connections, bare wiring, or excessively hot electrical equipment as soon as noticed.
4. De-energize electrical circuits before working on the equipment. Open the switches and test the equipment for de-energization. A lockout should be removed only by the person who installed it.
5. Keep electrical areas & equipment dry.

