

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 035 – HAND SHEARS

1. PURPOSE AND SCOPE

Minimum requirements for safe use of manual hand shears/snips at Illusions Australia.

Applies to cutting sheet metal, mesh, plastics and other materials suited to the particular shears.

2. AUTHORISATION AND COMPETENCY

Workers must select the correct type and capacity of shears for the material.

Powered guillotines or other machinery require their own procedure and must not be substituted without competency.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety glasses where cut fragments may be projected.
- Cut-resistant gloves suitable for handling sheet edges.
- Safety footwear.
- Long sleeves where sharp sheet edges create forearm risk.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Shears are sharp, undamaged and suitable for material thickness.
- Handles/grips and pivot are secure.
- Workpiece is stable and supported.
- Cut path is clear of hands/body.
- Sharp offcuts can be controlled and collected.
- Work area provides adequate space.

5. SAFE OPERATING PROCEDURE

1. Mark and plan the cut.
2. Support the sheet to prevent uncontrolled movement.
3. Hold material with hands clear of the cutting path.
4. Cut using controlled strokes and keep shears aligned.
5. Avoid twisting the tool or forcing material beyond its capacity.
6. Control sharp curling offcuts as the cut progresses.
7. Place finished pieces and offcuts so sharp edges do not create a hazard.
8. Store shears closed/secured where possible after use.

6. PROHIBITED PRACTICES

Workers must not:

- Use shears on material beyond their rated capacity.
- Place fingers in the cutting path.
- Carry shears loosely with exposed points/blades.
- Leave sharp offcuts on benches or floors.
- Use damaged or loose shears.
- Use excessive force or makeshift handle extensions.

7. SHARP EDGES AND OFFCUTS

Freshly cut sheet can have razor-sharp edges and pointed offcuts.

- Wear suitable cut-resistant gloves for material handling.
- Deburr edges where required.
- Dispose of offcuts in a suitable container.

8. ERGONOMICS

Repeated cutting or thick material can create high hand/forearm force.

- Use the correct left/right/straight-cut shear.
- Take breaks/change method for repetitive work.
- Use a suitable powered or fixed cutting method where manual force becomes excessive.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop if blades are chipped, pivot is loose, handles are damaged or material cannot be cut without excessive force.

Replace or repair defective shears.

10. SHUTDOWN AND HOUSEKEEPING

- Clean and close/store shears safely.
- Collect all sharp offcuts.
- Deburr or identify sharp finished edges.
- Report damaged tools.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Correct shears are unavailable.
- Material exceeds tool capacity.
- Work cannot be safely supported.
- Sharp offcuts cannot be controlled.
- Tool condition is defective.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 035 – Hand Shears
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