

**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission**

#### Personal Protective Equipment and Clothing

- Safety glasses must be worn when sanding and trimming forms.
- Long and loose hair must be contained.
- Corrent respirator must be worn during sanding process or use of solvents.
- Gloves should be worn whilst cutting and trimming forms and handling hot plastic.
- Rings and jewellery must not be worn.

#### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Collect the Machine Document Pack for the Vacuum Former from the Machine Document Index and complete the first part of the Machine Use Log during these safety checks.
- ✓ Ensure that the machine is free from dust, liquid spills, rubbish or other signs of bad housekeeping.
- ✓ Ensure this machine has a suitable, safe work area.
- ✓ Ensure all safety guards are serviceable and in place.
- ✓ Check the general condition of the forming table.
- ✓ Ensure that all clamping arrangements are adequate, secure and correctly adjusted.
- ✓ Before switching on the power, ensure all controls are in their correct positions.
- ✓ Ensure that you notify other users of the space that you will be running the vacuum former.
- ✓ Display the “HOT WORK” sign in front of the former when in use.

#### OPERATIONAL SAFETY CHECKS

- ✓ Take particular care when vacuum forming very hot thermoplastic materials. High air pressures are also used in this forming process.
- ✓ Familiarise yourself with all machine operations and controls. If in doubt, ask a Lead Maker for assistance.
- ✓ Ensure that the plastic you are using is suitable for vacuum forming – **if in doubt... ask!**
- ✓ Pre-heat the vacuum former to be sure the machine has reached the required temperature. Always handle heated plastic material with suitable cotton gloves.
- ✓ Keep hands clear of the clamping area, the platen and the heating element while the machine is operating.
- ✓ Take care to ensure that the heating element is moved all the way to the back of the machine before the vacuum forming process begins.
- ✓ Ensure that the air pressure vacuum is released to zero before releasing the clamping arrangements.

#### ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the Vacuum Former when work is complete, return all temperature dials to zero and turn the machine off using the key switch – return the key to the members safe.
- ✓ Lower the form bed and ensure that the clamp frame is released and left in the vertical position.
- ✓ Remove any waste materials from the build area and clean down the machine.
- ✓ If using plaster forms – ensure all dust is removed using a shop vac: **Do Not Brush Plaster Dust!**
- ✓ Complete the Machine Use Logbook before leaving the space or the next user uses the printer.

#### DON'T

- ✗ Do not attempt to form with unsuitable plastics – some will produce highly toxic fumes.
- ✗ Do not use raw LDF or polystyrene as a form.
- ✗ Do not leave Vacuum Former turned on if you leave the space.
- ✗ Do not attempt to circumvent safety switches – you may be banned if you do.
- ✗ Do not leave rubbish or waste materials on or near the machine when finished.
- ✗ Do not fail to report any damage – nothing lasts forever and breakages are expected – failing to report it, and leading to someone being hurt **is not acceptable.**
- ✗ Do not drink or place liquids near the former  
Do not reach under or attempt to touch the heated elements.

#### POTENTIAL HAZARDS AND INJURIES

- ⓘ Hot surfaces and materials
- ⓘ 240v electrical components
- ⓘ Hot/Molten Plastic
- ⓘ Toxic vapours
- ⓘ Moving components
- ⓘ Control errors
- ⓘ Entrapment Points
- ⓘ Failure or malfunction

**This Standard Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-induction on the safe use of the equipment; this may incur a charge of £10 for each induction.**

<b>A*</b>	For use by Lead Makers and trained staff only. Use by anyone else is strictly prohibited.	<b>A</b>	For use by adult members (18+) who have received and signed the specific induction package. No Lone Working.
<b>B</b>	For use by adult members (16+) who have received and signed the specific induction package. Lone Working Permitted.	<b>C</b>	For use by all members (6+) under the supervision of adult members/Lead Makers who have received and signed the specific induction package. Adult Lone Working Permitted