



CIN : U33125KL1993PTC006984  
GST No: 32AAACH9492C1ZQ

ISO 9001:2015

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OPTO-MECHATRONICS PVT.LTD

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## Safety Standard Operating Procedures Manual

# HEALTH & SAFETY POLICY

**A. INTRODUCTION :** SAFETY is of paramount importance as any fatal accident will cause irreparable loss of human life, money and progress of work leading to reduction in morale and de-motivation of the work force. In order to prevent occurrence of an accident, we should follow the safety norms and ensure that they are effectively implemented. The primary objective of this manual is to ensure non-occurrence of accidents in work places

**B.** Every personnel at the factory have to contribute their maximum effort towards safety promotional activities. They have to give adequate care for their safety as well as fellow personnel. Safety is to be treated as a part of work and safe methods are to be practiced by every individual till it becomes a habit and is voluntary. People should be pro-active and no one should wait for an incident or accident to do something, instead, they have to take all precautionary measures before anything happens.

**C.** This manual specifies the basic fundamentals which will address mainly about the potential hazards and unsafe practices leading to serious accidents. The emphasis here is to 'prevent than cure.

**D. Workforce :**

Beware of your Health & Safety and your fellow-workers. • Inform all abnormal situations to the superiors immediately. • Ensure the potential hazards of the work are well understood and do the work safely and in time. • Properly wear the P.P.E's on the nature of the job and the work site. • Use the tools/appliances/equipment properly. • Report all incidents/accidents immediately to the concerned personnel. • Discard the defective PPE's and Tools safely and replace by the new one. • Clean up the work area immediately after finishing the work. • Be alert in case of emergencies and act as per the emergency response procedures. • Always follow the safety instructions of superiors • Actively attend the safety awareness programs.

**E. SAFETY TRAINING PROGRAMS:**

a) Safety Induction Training for new employees. No employee shall be assigned on job without attending H.S. induction training. Safety Officer should conduct this training and proper record is to be maintained. All concerned personnel should send the new employees to the safety section and ensure that the new employees are attended this training before starting the job.

b) Safety In-house training H.S. In-house training shall be given to the employees on the basis of general requirements and training need analysis. Safety professionals will conduct this type of training programs. Proper records shall be maintained and it will be reviewed periodically.



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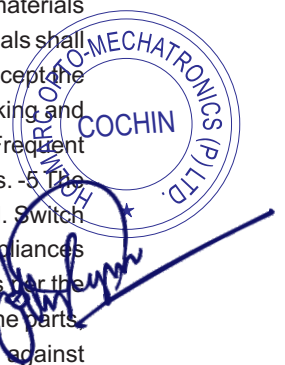
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**F. HOUSEKEEPING :** Good housekeeping is one of the important elements of accident prevention programmes. It should be planned at the beginning of the job and carefully supervised until the final clean up and handing over of the site. It is recommended to have a regular clean up in all the job sites. However, housekeeping should be the concern of all workers, supervisors and engineers in their area of working and not left for the cleanup crew. In any case, housekeeping should be a part of daily routine with clean up being continuous procedure. It must be made clear to everyone including the workers that housekeeping and clearing of debris in their area of work is the responsibility of the workers working in that area.

The following guidelines have to be followed for maintaining good housekeeping practice: • All materials should be maintained in neat stockpiles with well laid aisles for ease of access. There shall not be any projections in the walkways. • Debris from the floors shall be removed and collected by suitable chutes and skips. When the skip is full, debris shall be disposed off into the designated dumping area. • Loose materials, scrap, tools etc. shall not be allowed lying in the working areas especially in the vicinity of ladders, ramps, stairs etc. This is more important at heights where loose materials are liable to fall down. Spilt oil and grease should be removed immediately. • All floors shall be numbered at the landing level. • Combustible and non-combustible materials shall be segregated and marked with separate waste bins shall be collected and disposed off to designated dumping areas. • Adequate lighting should be provided in and around all work areas, passage ways, stairs, ladders and other areas used by personnel. • All openings in floors where workmen are liable to work or even pass through shall be either closed or barricaded. If they are close.

## G. FIRE PREVENTION & CONTROL :

a) Prevention of Fires 'Prevention is better than cure'. The following precautions will be taken for the prevention of fire hazards: -1 Keep the site clean and clear the combustible materials such as papers, carton, and inflammable materials from the unsafe area. These materials shall be stored in the safe place. -2 Smoking shall be strictly prohibited at all the places except the designated smoking area. -3 Safety and fire prevention instructions/posters/no smoking and other safety sign boards etc., shall be clearly displayed in the relevant places. -4 Frequent safety inspections shall be conducted to ensure tidiness of the site and camp premises. -5 The proper use of electrical outlets and temporary electrical installations shall be ensured. Switch off the mains of any electrical equipment when not in use. The electrical circuit and appliances should not be overloaded. -6 Welding and cutting operations shall be done strictly as per the safe procedures. -7 Watch for overheating of bearings, non-aligned or broken machine parts, choking or jamming materials, and poor adjustment of moving parts. -8 Guard against exposure of flammables, explosives, and combustibles to furnaces, hot ducts or flues, static electricity, and electric lamps or heating elements.



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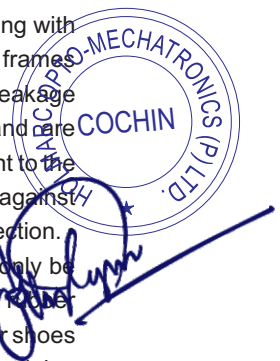
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-9 All personnel at the site shall be instructed to follow these procedures strictly. -10 All fabrication to be done in a special area where adequate precautions are taken to avoid fire on account of the above activity. No welding, cutting or grinding shall be done until flammable materials like wood, packing products, oil, paint, bitumen etc. have been fully removed from that area. Do not hang clothing over or near heating equipment/appliance. Good housekeeping practice shall be ensured at all sites as well as camp premises. b) Control of Fires To control the fires, the following guidelines shall be adhered to: Display the safety instructions for control of fires at the prominent places. All personnel should be instructed to observe and obey the instruction. Suitable portable fire extinguishers shall be provided in the relevant locations. All site personnel shall be instructed in the use of the firefighting equipment on site and shall be aware of its location. Do not obstruct access to fire extinguishers. Provide manually operated fire alarms at suitable locations to alert the people in case of fire. Learn the fire classification system to match up fires and fire extinguishers. Suitable safety training programs shall be conducted for all personnel on "Control of Fires" activities. Protect combustible materials from any kind of heat source. Be sure that all containers for flammables, explosives, and combustibles are clearly and correctly labeled. Formulate and establish a good system for emergency response procedures and display it in the prominent places with emergency telephone numbers. Clearly mark the fire exits and ensure that all personnel are aware about the emergency evacuation routes. Keep fire doors and shutters clear and unobstructed. L. ELECTRICAL SAFETY For the prevention and control of electrical hazards, the following guidelines shall be strictly adhered to: • All electrical work should be done only by qualified, experienced and competent electrical technicians/foremen. • All temporary electrical installations/appliances shall be checked periodically by a competent person and ensure that all installations are free from short circuit, loose contacts, insulation failure etc. • Three pin plug and socket shall be used for tapping electrical supply. Insertion of loose wires in socket and use of improperly jointed wires is a major cause of electrical accidents at site. Hence, only metal clad and interlocked switch-plug-socket units along with properly rated cables shall be used. All metal parts (switch board, control panels, motor frames etc.) should be properly earthed. • Relevant protective devices like ELCB (Earth Leakage Circuit Breaker), Earthing/Grounding, Fuses, Interlocks etc., shall be in place and are functioning properly. • Permit-To-Work (PTW) system shall be introduced, if it is relevant to the particular job. • Electric cables shall be adequately insulated and protected against mechanical damage. Cables should not be lying on floors unless it has adequate protection. Work on live lines must be avoided wherever possible. If it is unavoidable, it should only be done by trained personnel and personal protective equipment like -protective clothing, rubber gloves and boots etc. shall be worn. • Relevant PPE such as rubber hand gloves, rubber shoes and insulated tools suitable for electrical work shall be supplied to the personnel who are doing the electrical work.



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- Danger notice and other safety instructions & signs will be displayed in a conspicuous position with proper symbols near electrical installations / apparatus wherever is required.
- Always use electrical distribution boards when there are several connections to be drawn. Close DBs immediately after the work and only one load can be connected from one plug. To protect the DBs from adverse weather conditions, cover it by insulated materials like pvc or polythene sheets.
- The portable electric tools shall be used as per the correct power supply as instructed on manufacturer's manual.

**M. USE OF HAND TOOLS & ELECTRIC POWER TOOLS** The following precautionary measures shall be taken to avoid accidents while doing the work with the help of Hand Tools :

1. Only a suitable tool will be used for the specific purpose.
2. Hand tools will be used in the safe way.
3. Defective tools will not be used
4. Keep tools in good condition and in a safe place. It must be kept in cabinets, holders.

### H. PERSONAL PROTECTIVE EQUIPMENT :

Personal Protective Equipment (PPE) means specialized clothing or equipment worn by employees for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body, i.e., eyes, head, face, hands, feet, and ears. All site personnel, within pre-designated and clearly marked zones, will wear the standard (or as appropriate) Personal Protective Equipment, namely:

- Hard Hats
- Coveralls
- Safety shoes/Boots
- Safety goggles and face shields
- Face masks
- Ear plugs/Ear muffs
- Full Body Safety Harness
- Safety Glass
- Welder's Hoods and Welder's Sleeves and
- Work Gloves and Rubber Gloves etc.

Personal protective equipment should not be used as a substitute for engineering work practice, and / or administrative controls. It should be used in conjunction with these controls to provide for employee safety and health in the workplace. Personal protective equipment includes all clothing and other accessories designed to create a barrier against Work place hazards.

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## SAFE OPERATING PROCEDURES AIR COMPRESSOR

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Appropriate hearing protection (Class 5- $SLC_{80} > 26$  dB) must be worn.



Appropriate protective footwear must be worn.



Wear a hard hat if required.



Rings and jewellery must not be worn.



Wear an approved dust mask (P2 dust and fumes).

**Use compressed air safely – horseplay with compressed air can cause injuries**

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure the work area is well ventilated and not interfering with other students or activities.
2. Visually check all air hoses and electrical leads used with the compressor for damage and slip/trip hazards.
3. Ensure all guards for the compressor (e.g. belt and pulley cover) are in place and in good working order.
4. Ensure you are familiar with the operation of the ON/OFF switch.
5. Check that the regulator is set to the appropriate pressure for the activity.
6. Check the oil level of the compressor in the oil sight glass.

### OPERATIONAL SAFETY CHECKS

1. Ensure all attachments used with the air compressor are in good condition before using.
2. Be careful when attaching and disconnecting tools to the air hose. Hold the air hose and tool firmly during this process.
3. Check the compressor regularly, noting pressure increase and cut-out/cut-in pressure.
4. Listen for any air leaks from any flexible airlines and immediately report any leaks.
5. Adjust pressure regulator to suit work requirements – discuss with your supervisor.
6. Turn off and disconnect air hoses and electrical leads after use.
7. Never leave air compressor and equipment unattended.

### HOUSEKEEPING

1. Leave the work area in a safe, clean and tidy state – remove any waste.
2. Release condensation from the drain before storing air compressor away.
3. Air hoses and electrical leads should be coiled with large loops.

### POTENTIAL HAZARDS

Material blown under pressure  
Unrestrained air hose whipping around  
High pressure air hose couplings

Slips, trips and falls  
Compressed air  
Manual handling – equipment and materials

Excessive noise

### FORBIDDEN

Never use compressed air to clean off clothes, workbenches or floor surfaces  
Never direct compressed air at your body or another person

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## SAFE OPERATING PROCEDURES CNC MILL

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained or restrained.



A mask must be worn when excessive airborne dust or toxic vapours are created.



Appropriate footwear with substantial uppers must be worn.



Rings and jewellery must not be worn near moving machinery components.



Close fitting, protective clothing or a workshop apron is encouraged

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure you are familiar with CNC 'nesting' and 'tool-pathing' software functionality.
2. Locate & ensure you are familiar with the operation of the ON/OFF and emergency stop controls.
3. Ensure that front guard door and safety devices are in position and secured.
4. Only machine materials that are suitable for this turning process.
5. Ensure that the mill cutter bit size and profile conforms to specifications. This machine must be isolated while any adjustments are made to the milling head or tool cradle.
6. Ensure all cutters are sharp and free of resin build up or wear.
7. Adjust the waste collector shroud (where fitted) correctly for maximum efficiency.
8. Be aware of any other personnel in the immediate vicinity and ensure the area is clear before using this equipment.
9. Familiarise yourself with all electrical and mechanical operations and controls, including any handheld keypad interface remote control.
10. Never attempt to program this CNC machine without proper training.

### OPERATIONAL SAFETY CHECKS

1. Never attempt to program this CNC machine without proper training .
2. Never pre-program any CNC mill to perform operations beyond the capacity of the machine.
3. Confirm all CNC programming instructions for the mill.
4. Ensure that the material workpiece is secured before milling.
5. Ensure that the coolant system is operational before milling.
6. Ensure all interchangeable tool head cradle movements remain unobstructed for all operations.
7. Never leave the CNC mill in operational mode while unattended.

### HOUSEKEEPING

1. On completion, isolate the switches. Leave the machine in a tidy, clean and safe manner.

### POTENTIAL HAZARDS

Impact, pinch and crush points  
Entanglement and entrapment  
Manual handling

Dusts and fumes  
Eye injury  
Failure or malfunction

Electrical components  
Control errors

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## SAFE OPERATING PROCEDURES DRILLPRESS

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained or constrained.



Appropriate footwear with substantial uppers must be worn.



Close fitting, protective clothing or a workshop apron is encouraged.



Rings and jewellery must not be worn.



Hearing protection may be required for some drilling operations.

### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspace and walkways for no slip-hazards.
2. Check that the drill chuck guard is in position.
3. Ensure the chuck key (if used) is removed from the machine.
4. Locate and ensure you are familiar with the operation of the starter and E-Stop.
5. Follow correct clamping procedures to ensure work is secure.
  - Check that the clamping device to be used is in good working condition and is appropriate for the material being drilled
  - Ensure all clamping devices are secured properly for each task
6. If the job obstructs the walkway erect a barricade.
7. Adjust spindle speed to suit drill cutter diameter and type of material.
8. Faulty equipment must not be used. Immediately report faulty equipment.

### OPERATIONAL SAFETY

1. Never leave the drill press working unattended.
2. Before making adjustments or before cleaning accumulated swarf, switch off and bring the machine to a complete standstill.
3. Feed downwards at a sufficient rate to keep the drill cutting.
4. Feed with care as the drill breaks through the underside of the work.
5. Use a safe working posture. Beware of clothing or hair catching in the drill chuck or bit.

### HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

### POTENTIAL HAZARDS

Entanglement in rotating spindle or drill      Eye injuries      Flying swarf or chips  
Sharp edges and burrs      Hot surfaces or drill bits

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Signature \_\_\_\_\_

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## SAFE OPERATING PROCEDURES ELECTROMAGNETIC FOLDER

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Rings and jewellery must not be worn.



Appropriate footwear with substantial uppers must be worn.



Close fitting, protective clothing or a workshop apron is encouraged.



**Note:** students and staff with pacemakers should **NOT** use this equipment.

### PRE-OPERATIONAL SAFETY CHECKS

1. Guards or safety devices must never be removed or adjusted, except by an authorized person for maintenance purposes.
2. Working parts (i.e. hinges) should be lubricated and working surfaces kept free of rust.
3. Ensure no slip/trip hazards are present in workspaces and walkways.
4. Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment – *students or staff with pacemakers should not use this item and remain approximately two meters away.*
5. Familiarise yourself with all machine operations and controls – refer to 'user manual'.
6. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never use this machine for bending metal that is beyond the machine's capacity with respect to thickness, shape, or type. Refer to the manufacturer 'user manual'.
2. Never attempt to bend rod, wire, strap, or spring steel sheets in this machine.
3. Adjust for thickness of workpiece – rotate adjusters either end of clamp bar.
4. Insert workpiece and align bending edge of clamp bar & bending-beam with the bend line.
5. Press and hold the 'START' button (this applies pre-clamping pressure to the workpiece).
6. Using other hand lift handle (this applies full clamping) and continue bend to required angle.
7. Keep clear of moving handles and bending-beam.
8. Slotted or short clamp bars should be used for bending box shapes – refer to 'user manual'.

### HOUSEKEEPING

1. Ensure machine is turned off after use.
2. Return all accessories to storage racks and leave the work area in a safe, clean and tidy state.

### POTENTIAL HAZARDS

Sharp edges Impact from handles or bending-beam Squash/crush and pinch points Electrical and electromagnetic energy – cardiac pacemakers should not use this equipment

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## SAFE OPERATING PROCEDURES PEDESTALGRINDER

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained or restrained.



Appropriate protective footwear with substantial uppers must be worn.



Coveralls, protective clothing or a workshop apron is encouraged.



Rings and jewellery must not be worn.



Hearing protection will be required when operating this machinery.

**Only one person may operate this machine at any one time.**

### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure no slip/trip hazards are present.
2. Ensure all guards and safety shields are in position before starting the grinder.
3. Ensure that the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
4. Check that wheels are running true and are not glazed or loaded.
5. Locate and ensure you are familiar with the operation of the ON/OFF starter.
6. Faulty equipment must not be used. Immediately report any suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Stand to the side of the wheels when starting up.
2. Let the wheels gain maximum speed before starting to grind.
3. Workpiece must NEVER be held with gloves, cloth, apron or pliers.
4. Do not grind on the side of the wheel.
5. Small objects must not be held by hand.
6. Never leave the machine running unattended.
7. Do not bend down near the machine whilst it is running.
8. Never force the workpiece against a wheel.
9. Slowly move the workpiece across the face of the wheel in a uniform manner.
10. Coolant spilt on the floor should be immediately absorbed.

### HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

### POTENTIAL HAZARDS

Hot metal	Sparks	Noise	Eye injuries
Entanglement	Wheels 'run on' after switching off		Sharp edges and burrs

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## SAFE OPERATING PROCEDURES HYDRAULIC PRESS

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Safety glasses must be worn at all times in work areas.



Close fitting protective clothing or overalls are encouraged.



Appropriate protective footwear with substantial uppers must be worn.



Rings and jewellery must NOT be worn in ITD practical workspaces.

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure you are familiar with the operation of the hydraulic press.
2. Check for any hydraulic fluid leaks.
3. The press table must be clean and steel weights are flat and secure on press table.
4. Any forming die or cutting die must be inspected for safe use i.e. no cracks.
5. Ensure safety glasses or goggles are available and are worn by all persons in the vicinity.
6. Any test piece, project or material (work piece) to be pressed must be of an appropriate thickness and safe to use on this equipment.
7. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Place your test piece, project or material (work piece) securely on the press table.
2. Ensure the pressure valve is closed before operation.
3. Use the press handle, in a pumping action, to slowly lower the press hammer.
4. Use your shoulder muscles when operating – NOT your lower back.
5. Keep hands and fingers away from all clamping and moving parts.
6. Carefully and accurately align the press hammer face with the work piece for even force to be applied.
7. Once the press hammer makes contact with the work piece, closely watch the PSI gauge and note the pressure applied.
8. Once the work piece is pressed sufficiently, release the hammer pressure at the release valve.
9. DO NOT apply excessive force with the press.

### HOUSEKEEPING

1. After use, clean the press down and return any tools and equipment to the appropriate storage areas – including the press handle.
2. Place all scrap or waste in the appropriate bin.

### POTENTIAL HAZARDS

Beware of high forces applied  
Pinch and squash  
Potentially uneven forces being applied to the work piece

Eye injuries – flying or shattering objects  
Laceration injuries

Date of last review \_\_\_\_\_

Signature \_\_\_\_\_

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## SAFE OPERATING PROCEDURES HYDRAULIC PUNCH AND SHEAR

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained or restrained.



Appropriate protective footwear with substantial uppers must be worn.



Close fitting, protective clothing or a workshop apron is encouraged.



Rings and jewellery must not be worn.



Wear protective leather gloves when operating this machine

### PRE-OPERATIONAL SAFETY CHECKS

1. Use all safety guards, material hold-downs and punch strippers as supplied.
2. Ensure that all guards and safety devices are in position and secured.
3. Note: guards and safety devices should NEVER be removed or modified, except for maintenance purposes, and only by an authorised person.
4. Be aware of any other personnel in the immediate vicinity and ensure the area is clear before using this equipment.
5. Familiarise yourself with all electrical, hydraulic and mechanical operations and controls, including the roving foot pedal control.

### OPERATIONAL SAFETY CHECKS

1. Strictly only ONE operator is to use this heavy duty punch and shear and, when necessary, with a safety observer present i.e. a qualified supervisor.
2. Never use any hydraulic power tool to perform beyond its capacity or intended purpose.
3. Keep well clear of all moving parts during any punching, shearing or v-notching operation.
4. Ensure that both hands are positioned away from any possible pinch point.
5. Always be ready to lift your foot off the roving foot pedal control to stop a mistake from seriously injuring yourself or others.
6. Never leave the machine in operational mode while unattended.

### HOUSEKEEPING

1. Isolate all switches on completion. Leave machine and floor in a safe, clean and tidy state.
2. Unplug or lock-out/tag-out the punch before performing any maintenance or making any tooling adjustments.
3. Any maintenance or changes to tooling must be performed by a qualified technician or supervisor, with processes and procedures described in the operator manual.

### POTENTIAL HAZARDS

Entanglement and entrapment  
Pinch, crush and squash points  
Electrical and hydraulic components

Striking and shearing  
Eye injury  
Manual handling

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## SAFE OPERATING PROCEDURES METALLATHE

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained or restrained.



Appropriate protective footwear with substantial uppers must be worn.



Coveralls, protective clothing or a workshop apron is encouraged.



Rings and jewellery must not be worn.



Gloves must not be worn when operating this machinery.

### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure no slip/trip hazards are present.
2. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.
3. Ensure all guards are in place.
4. Check that the job is clamped tight in the chuck.
5. Remove all tools from the bed and slides of the machine.
6. Ensure correct speed for machining process is selected.
7. Remove the chuck key before starting the lathe.
8. Do not try to lift chucks or face plates that are too heavy for you.
9. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never leave the lathe running unattended.
2. Before making adjustments or measurements switch off and bring the machine to a complete standstill.
3. Do not attempt to slow/stop the chuck or revolving work by hand.
4. Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
5. Always remove the chuck key from the chuck.
6. Do not store tools and parts on top of the machine.

### HOUSEKEEPING

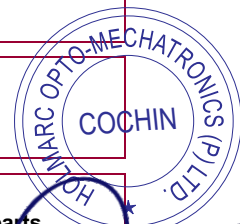
1. Switch off the machine and reset all guards to a fully closed position.
2. Leave the machine in a safe, clean and tidy state.

### POTENTIAL HAZARDS

Flying objects – chuck key  
Entanglement

Cutting tool injury  
Sharp metal splinters or swarf

Rotating machine parts  
Eye injuries



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## SAFE OPERATING PROCEDURES MIG WELDER

**DO NOT** use this equipment unless a supervisor has instructed you in its safe use and operation and has given permission



Approved safety glasses must be worn at all times in addition to a welding helmet.



Appropriate protective footwear with substantial uppers must be worn.



Appropriate welding mask with correct grade lens must be worn



Rings and jewellery must not be worn.



Long and loose hair must be contained or restrained.



Close fitting protective clothing or overalls, leather apron and spats must be worn.



Oil free leather gloves must be worn when using this equipment.



### PRE-OPERATIONAL SAFETY CHECKS

1. Check workspace, walkways and work leads to ensure that no slip/trip hazards are present.
2. Check work area is clean and free of grease, oil and flammable material.
3. Ensure the equipment and work area is dry to avoid electric shocks.
4. Check gloves, welding gun and work leads are in good condition.
5. Ensure the fume extractor unit is on before welding commences.
6. Close the UV curtain or erect safety screens to ensure the protection of others.

**DO NOT** use faulty equipment –report this immediately to your supervisor.

### OPERATIONAL SAFETY CHECKS

1. Ensure machine is correctly set up for current, voltage, wire feed and gas flow.
2. Ensure work return cables make firm contact to provide a good electrical connection.
3. Never leave the welder running unattended.
4. Avoid welding flashes. Erect UV safety curtains as required.
5. Regularly inspect the welding tip and shield for damage.

### HOUSEKEEPING

1. Switch off the machine and fume extraction.
2. Close gas cylinder valve.
3. Hang up the welding gun and welding cables.
4. Leave the work area in a safe, clean and tidy state.

### POTENTIAL HAZARDS

Electric shock    Radiation burns to eyes or body    Flying sparks    Fire  
Fumes    Body burns due to hot or molten materials    Cuts and lacerations

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## SAFE OPERATING PROCEDURES SOLDERING IRON

**DO NOT** use this machine unless a supervisor has instructed you in its safe use and operation and has given permission



Use protective eyewear.



Prevent fumes from breathing zone of operator by switching on the fume extraction system



Appropriate footwear must be worn.



A suitable pair of gloves are advisable.

**Never operate a faulty electrical power tool. Report it to your supervisor.**

### PRE-OPERATIONAL SAFETY CHECKS

1. Examine the power lead and machine for damage.
2. Ensure that the cord does not create a slip/trip hazard.
3. Ensure the fume extraction system is switched on to prevent fumes in the breathing zone.
4. Check condition of soldering tip. Replace if damaged.
5. Ensure tip is 'tinned' and free from waste build-up. Once the tip has warmed-up, wipe on a damp sponge to clean it.
6. Leave the soldering iron in the stand when warming up.
7. Never leave a soldering iron unattended when turned on or still hot. Leave unplugged when not required.

### OPERATIONAL SAFETY CHECKS

1. Do not plug in and turn on until the tip element has been checked, or replaced and tightened.
2. Never touch the soldering tip. Keep your fingers clear.
3. Always wear safety glasses. Smoke and hot embers can often result when soft soldering.
4. Avoid positioning your head directly over the soldering process. Soldering often creates fumes that can be toxic.
5. Avoid prolonged use. This could overheat the tip element causing it to fail or oxidise.
6. Always allow the soldering iron to reach the desired temperature. This can take several minutes.
7. Ensure electrical cords are well clear of the soldering process. Do not touch electrical cords with tip.
8. Wash your hands after using solder – many soft solders contain toxic lead products.
9. Never leave the machine unattended when still switched ON or when switched OFF but still hot.
10. Turn off and wait until the tip element has completely cooled before storing the machine away correctly.

**NEVER flick the iron to remove excess solder.**

### HOUSEKEEPING

1. Switch off, unplug and allow to cool down before storing.
2. Leave the work area in a safe, clean and tidy condition.

### POTENTIAL HAZARDS

Hot elements, surfaces	Burns	Electricity
Eye injuries	Toxic fumes	Fire
Trip and slip		

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