

Potting Machine

AgSafe Safe Work Procedure

Operation

1. To operate this machine you must be trained in the safe operating procedures and location of the emergency stop.
2. Must read the operator's manual before the machine can be used.
3. All guards must be in place to operate.
4. While the machine is running make sure that your hands, hair and clothing are clear.
5. Before cleaning or removing any guards the machine must be stopped and the electrical power must be disconnected.
6. While the machine is running or connected to electrical power never climb on the machine or reach inside any part of it.
7. Moving: Make sure you have plenty of help to move the machine around. Make sure the power cord is disconnected and secured before doing so.
8. Before turning on the machine make sure your surroundings are clear of people and other machinery.

Maintenance

1. Read and understand all instructions for the machine and be sure all personnel who operate the machine are trained and qualified.
2. Do not overload the equipment, if you exceed the load limits or using equipment improperly can result in part failure. This could also cause further equipment damage or personal injury.

3. Before making any adjustments or performing maintenance or repairs always make sure all electrical power is disconnected. Shut off the power and disconnect the power cord, keep control of the plug until the machine has been completely reassembled and all guards are back in place. Also make sure that all parts of the machine have come to a complete stop, before performing any form of maintenance.
4. Never operate with any of the guards removed.
5. Do not alter, override, or bypass any safety device that has been provided to prevent unsafe operation of the machine.
6. When lifting parts or assemblies, make sure that all slings or cables are correctly fastened and balanced and before lifting. Make sure that the crane cable or chain has the capacity to lift the weight.
7. Do not lift heavy parts by hand. Use a suitable lifting machine.
8. When cleaning and performing maintenance on the machinery be sure to wear protective eye wear.
9. Be sure to keep the unit and working area clean and in order, this will help you use the correct tools for maintenance.
10. Make sure to keep the tools clean and in good condition.
11. Always fasten a “Do Not Operate” sign to the controls of the unit when repairs are required.
12. All electrical connections must be properly grounded, and must comply with local codes.
13. Do not operate the machine if any electrical panels are damaged or not fully closed, or if cords or conduits show fraying, cuts or kinks.

Please use the following **Safe Work Procedures** as a guideline to building your own safe work procedures.