

**METHOD STATEMENT  
FOR WORK STATION 5  
CORNER CLEANING**

<b>Location:</b>	ACE WINDOWS NE	<b>Completed by:</b>	R Pyne
<b>Date:</b>	17/5/2016	<b>Signature:</b>	

TASK CORNER CLEANING	KEY POINT
ENSURE ELECTRICITY SUPPLY IS ISOLATED	
ENSURE THE OPERATOR WEARS PPE (EAR PROECTION AND SAFETY GLASSES)	
ENSURE THE AREA TIDY AND FREE FROM SWARF	
CHECK THE CONDITION OF BLOCKS AND CUTTERS	
CHECK THE WORKING CONDITION OF SAFETY GUARDS	
CHECK THE CONDITION OF FEATURE GROOVE KNIVES	
ENSURE ELECTRICITY SUPPLY IS TURNED ON	
CHECK EMERGENCY STOP BUTTON WORKS	
PLACE FRAME IN THE MACHINE	
HANDS ARE PLACED ON THE FRAME AWAY FROM MACHINE COMPONENTS	
NOTE: ENSURE OPERATOR IS CAPABLE AND	

COMPETENT AND HAS RECEIVED INFORMATION INSTRUCTION AND TRAINING	
ENSURE MANUFACTURES INSTRUCTIONS ARE FOLLOWED	