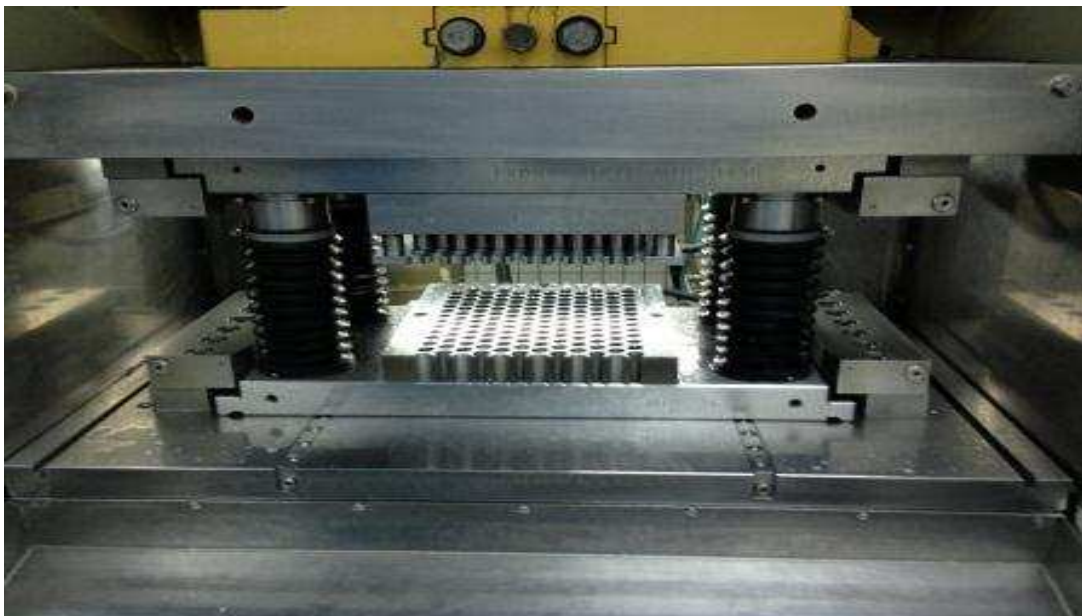




SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 2 of 13		

Trimming Operation Line Clearance SAFE WORK PROCEDURE



DO NOT OPERATE the TRIMMING PRESS UNLESS you are TRAINED on the safe use and operation



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



Long and loose hair shall be contained within the hairnet



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



Protective clothing must be worn.



SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 3 of 13		



Rings and jewelry Prohibited



Nitrile Glove shall be worn during the trimming operation

1. PRE-OPERATIONAL SELF GOWNING SAFETY CHECKS



All trimming technician shall conduct the pre-operational gowning & personal protective equipment safety self check prior to the start of their . The check shall include:-

Pre-operational Safety Self	Photograph
a)Check and ensure the face hood is properly tucked within the working shirt collar	
b)Check and ensure all long and loose hairs are tied up and contained within the hairnet	
c)Check and ensure no jewelries which include bracelet, rings, friendship band, religious band as well as decorative ,accessories and ornaments of any type and design are being worn	
d)Check the glove working condition and ensure nitrile glove has no leak and is being worn before you commence any trimming activity and	




SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 4 of 13		

<p>e)Check and ensure only West approved safety shoes are being worn</p>	
<p>f)Check and ensure only West approved GMP glasses are being worn and the GMP lens vision are not obscured. Persons performing trimming jobs and line clearance are required to put on the GMP safety glasses without fail</p>	

2. PRE-OPERATIONAL WORK STATION SAFETY CHECKS





- Duty trimming technician shall conduct pre-operational work station safety checks and to ensure:
 - Work station is tidy and properly housekeep to provide reasonable work space and there is no cluttering of items at or around work station which could impede body physical movements

Areas to be inspected	Photographs	Inspection Criteria
Work station		Check and ensure the work station is free of clutters and visible Trim Lube Solution spilled are mopped dry




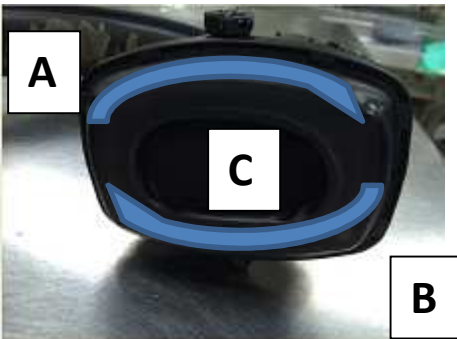
SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 5 of 13		

Trim Lub Tank		Check and ensure that the trim lube tank electrical wiring is not submerging inside the tank
Work Station floor		Check and ensure that the trimming station flooring is dry and free of Darvan L spilled.
Molded Panel WIP trolley		Check and ensure the molded panel WIP trolley is in good working condition and every ledge on each partition is intact and no protruding metal piece is observed
Compressed Air Gun		Check and ensure the compressed air gun is in good working condition with the handle and air nozzle intact and in good working condition

SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 6 of 13		

Ear Muff		Check and ensure the ear muff is in good working condition and are cleaned prior to using them
Cleaning of Ear Muff		
1)Apply small amount of IPA on paper towel.		
2)Clean the muffer side cushion as indicated in a clockwise direction from A to B		
		
3)Care must be taken not to wet the muffer interior C		

3. PRE-OPERATIONAL MACHINE SAFETY CHECKS


It shall be the responsibility of the duty trimming technician to conduct the pre-operational safety check on the machinery/equipment to which he/she is assign to operate

- All machinery/equipment pre-operational safety check shall be perform at least once during the start of each shift to verify the working conditions of the machine/equipment safety sensors.

SAFE WORK PROCEDURE

HSE SWP NO. HSE-SWP-0029 REV 0 EFFECTIVE DATE : 12 Feb 2014
 TITLE **Trimming Line Clearance Safe Work Procedure**
 FACILITY WPS, SINGAPORE
 INITIATED BY Alvin Jazz Tan Chin Chuan /
 SureshKumar

REVIEW DATE Page 7 of 13

Areas to be inspected	Photographs	Inspection Criteria
Trimming Press Safety Sensor		Check and ensure the safety sensor curtain is working by positioning your hands in between the safety sensor curtain

Procedure to check safety sensor curtain working condition

Before interrupting the safety sensor curtain, look at the electrical control panel board, **PAY ATTENTION** on the **READY TO RUN Button**. It should show **GREEN Color light**.



Ready to run button should show **GREEN COLOUR**

After you positioned your hands within the safety curtain, the **INTERLOCK BUTTON** should turn **Amber Color**



To verify simply look at the electrical control panel board. The **INTERLOCK BUTTON**

SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE			Page 8 of 13



Should give **AMBER Color light**.



If the **INTERLOCK BUTTON** does not give **AMBER color light**, **STOP ALL ACTIVITIES and inform Charge hand/ Supervisor**.


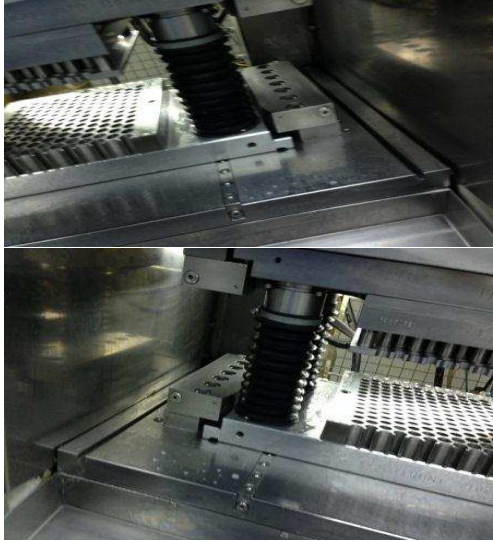
Trimming Press Line Clearance Procedure

Before commencing the trimming press line clearance activity, the responsible person undertaking the task shall ensure he/she put on the GMP safety glass without fail.

S/N	Photograph	Action to be taken
1		Lift up the Darvan L Solution basket by lifting the side handle to check whether there is any remaining trimmed rubber parts/ trashes from the previous batches trimmed . (This procedure must do before submerging any panel and without any panel on the basket- <u>need replace picture</u>)
2		Visually check the trim press loading tray for any remaining trimmed rubber parts/ trashes from the previous batches trimmed .



SAFE WORK PROCEDURE

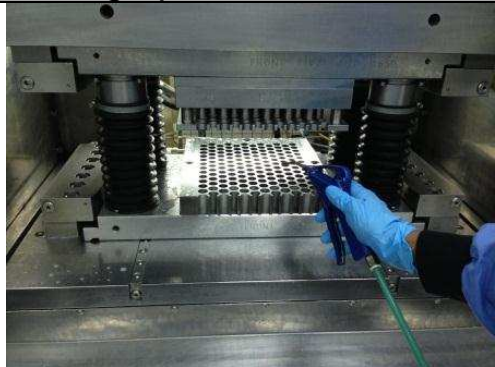
HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 9 of 13		

3		<p>Visually check the trim die front, rear and dummy holes for any remaining trimmed rubber parts/ trashes from the previous batches trimmed.</p>
4		<p>Visually check the trim die LHS and RHS for any remaining trimmed rubber parts/ trashes from the previous batches trimmed.</p>

SAFE WORK PROCEDURE

HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 10 of 13		




5		<p>Visually check trim tote holder exterior/ interior with the inspection mirror for any remaining trimmed rubber parts/ trashes from the previous batch.</p>
6		

S/N	Photograph	Action to be taken
7		Use air gun at LOW PRESSURE with earplugs/ear muff to blow the trim die cavities to flush out any remaining rubber parts from the previous batches trimmed.

SAFE WORK PROCEDURE

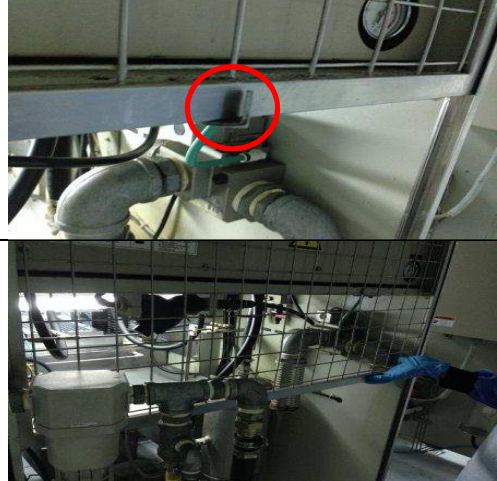


HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		

REVIEW DATE Page 11 of 13

8		<p>Use air gun at LOW PRESSURE with earplugs/ear muff to blow the trimming press trim die sides and surrounding to flush out any remaining rubber parts/ trashes from the previous batches trimmed.</p>
To inspect the trimming press rear compartment		
9		<p>To release the INTERLOCK for the trim press rear compartment, go to the press ELECTRICAL CONTROL PANEL.</p>
10		<p>TURN the key from RUN position to DIE SET position</p>

SAFE WORK PROCEDURE

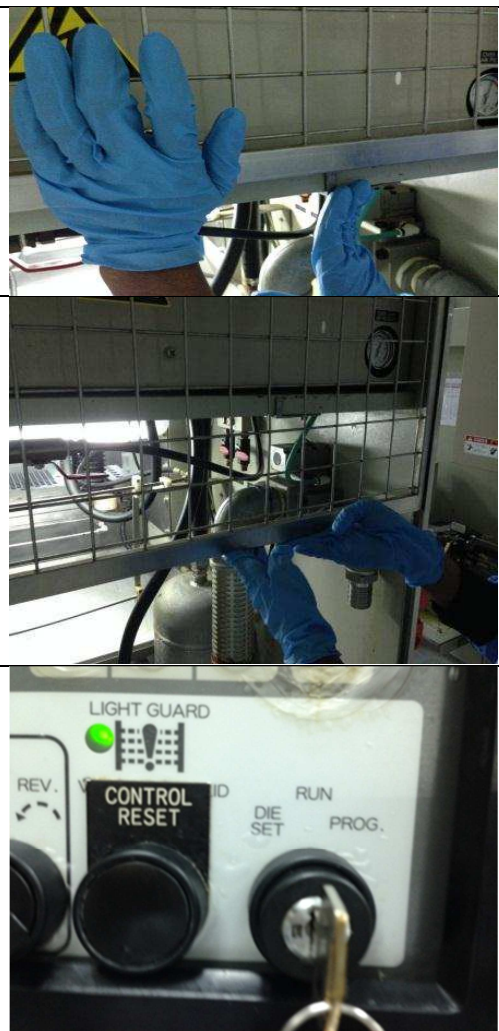
HSE SWP NO.	HSE-SWP-0029 REV 0	EFFECTIVE DATE :	12 Feb 2014
TITLE	Trimming Line Clearance Safe Work Procedure		
FACILITY	WPS, SINGAPORE		
INITIATED BY	Alvin Jazz Tan Chin Chuan / SureshKumar		
REVIEW DATE	Page 12 of 13		

<p>11</p>		<p>Use one hand to RELEASE the FENCING SAFETY CATCH while supporting the fencing with another hand. Lift up fencing about 25mm above of safety catch, turn safety catch out position to stop fencing till fencing sit securely on th safety catch.</p>
<p>12</p>		<p>Take care of your head and body when moving your body towards the rear compartment interior due to LOW HEIGHT and machine components located behind the trim press.</p>
<p>13</p>		<p>Use air gun at LOW PRESSURE to flush out any remaining rubber parts/ trashes from the previous jobs at the trim press compartment rear.</p>

SAFE WORK PROCEDURE

HSE SWP NO. HSE-SWP-0029 REV 0 EFFECTIVE DATE : 12 Feb 2014
 TITLE **Trimming Line Clearance Safe Work Procedure**
 FACILITY WPS, SINGAPORE
 INITIATED BY Alvin Jazz Tan Chin Chuan /
 SureshKumar

REVIEW DATE Page 13 of 13

<p>15</p>		<p>Upon completion, use ONE HAND to SUPPORT the FENCING while the other hand and lift up till safety catch release and SAFETY CAGE lower to the closing position interlock.</p> <p>Turn the key on the ELECTRICAL CONTROL PANEL to RUN position to continue production.</p>
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