

# SAFE OPERATING PROCEDURE PRINTING PRESS



Technical Ticket

**DO NOT** use this equipment unless a Technical Officer or correctly inducted staff member has instructed you in its safe use and operation and has given you permission.



**FALLING HAZARDS** - Enclosed footwear with substantial uppers must be worn.

Long hair should be tied back. Remove Dangling Jewellery



**CATCHING HAZARDS**- Close fitting or protective clothing should be worn.

**DO NOT use faulty equipment – report faults immediately via a Technical Ticket.**

## PRE-OPERATIONAL SAFETY CHECKS

1. Ensure the workspace is safe, free of slip or trip hazards between the press and the worktable / bench 2.  
Do not make any adjustments to the screw knobs for pressure. Seek technical staff help for any adjustments
3. Do not lean on or place your hands anywhere near the side edge of the rolling press bed.
4. Always use the press wheel to move the press bed through and under the roller in a controlled manner.
5. Never force the wheel or spin it quickly
6. Observe End of Press markings and the side markings that point to a position that the End of Press MUST not pass.

## OPERATIONAL SAFETY

1. Peel back the press blanket, and place registration sheet on the acrylic sheet which is on the press bed.
2. Align your pre-inked printing block face up to the registration sheet.
3. Place your paper face down on top of the registered printing plate. Be careful not to transfer ink to your clean paper.
4. Cover with clean newsprint paper and carefully pull the blanket over without moving any of the registered pieces.
5. Using the press wheel, roll the print paper and block under the roller and out the other side. A second pass back again is possible but not always required.
6. Peel back the blanket and newsprint. Carefully remove your printed piece and place in drying rack.

## PACKDOWN PROCEDURE

1. Remove paper and print blocks from the press.
2. Clean any ink from the press, acrylic sheet and workspace. Return all equipment to its rightful place.
3. Place waste into correct bins.
4. Leave the Studio in a safe, clean, and tidy condition.

## POTENTIAL HAZARDS



Electricity



Trip

Pinch Points

**FORBIDDEN - DO NOT operate this equipment under the influence of alcohol.**

**DO NOT make adjustments to the roller height.**

This SOP (STANDARD OPERATING PROCEDURE) does not necessarily cover all hazards associated with the machine / tool and should be used in conjunction with other references.

It is designed to be used as an adjunct to teach Safety Procedures and to act as a reminder to users prior to the machine / tool use.

Date of last review: 22/03/2023

Signature:

Relevant: Legislation/Guidelines/Standards

WHS Act 2011, WHS Regulations 2011.

<https://www.safework.nsw.gov.au/>

The School of Humanities, Creative Industries & Social Sciences, University of Newcastle