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| **Purpose:** | To ensure team members participate good safety practices whilst using the Thompson Meat Mincer  |
| **Responsibilities:** | Butchery Personnel  |
| Personal Protective Equipment  |
| [ ] **Safety Glasses** | [ ] **Gloves** | **🗹****Safety Footwear** | [ ] **Ear plugs/Muffs** | [ ] **Face shields** | [ ] **High Visibility Vest/Clothing** | [ ] **Safety Hat** | [ ] **Safety Harness** | [ ]  **Protective Clothing** | [ ] **Safety Mask** | [ ] **OTHER** **Cold and Weather protection as required** | [ ] **NO PPE REQUIRED** |
| **Pre Start Checks** |  | **Potential Hazards** |
| * Dressed appropriately for work with correct PPE
* Closed toed non slip shoes
* Work area clear to operate safely
* Ensure guards are fitted, secure and functional
* Floor clean and free of spillages
* Fit for work
* First aid kit on hand
 |  | * Shear traps on the worm from the in-feed side.
* Access to the blades or knives, through discharge openings.
* Handling blades and plates etc particularly when freeing jams and stripping the machine down for cleaning.
* Sudden jerking movements from the push stick, during feeding.
* Dangers arise when the operators might be tempted to move the parts under power both when the machines are being fed and emptied and also during cleaning.
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| Procedure |
| Steps | Instructions |
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| **1****Plan the work** | * DO NOT operate the machinery without training
* Ensure you are wearing any required PPE (apron, closed shoes), roll up sleeves, all loose clothing and tie back loose hair and clothing.
* Check the mincer, ensure it is clean, the blades have been correctly installed and operational with no blockages.
* Ensure any electrical leads are in good condition and not in a position to be cut or damaged.
* Ensure you have enough room for the products and trays or containers ready to receive the meat.
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| **2****Conduct the work**  | * Empty meat into the feed opening. Always keep your hands out of the opening and behind the guards. NEVER REACH INTO the grinder or force the meat into the Blades.
* Interlock the guard
* Once work is complete switch turn off Meat Mincer.
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| **3****Cleaning**  | * Power must be turned off before cleaning starts
* Separate and wash all parts by hand and dry thoroughly.
* Protective/cut-resistant gloves must be used whenever handling the blades.
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| **3****Safety Tips** | * Keep fingers clear of the moving attachments at all times. Failure to do so may result in personal injury.
* DO Not operate machine when empty
* DO NOT press or push meat into the worm with your fingers or any other object. Doing so may cause personal injury and/or damage to the unit.
* NEVER use fingers to scrape food away from the feeder hole while in operation. SEVERE INJURY MAY RESULT.
* DO NOT dislocate the safety guards during the meat mincing process
* DO NOT push the Tongs or other utensils into the Blades.
* NEVER LEAVE THE Meat Mincer UNATTENDED.
* NEVER use any accessories or parts from other manufacturers.
* DO NOT attempt to tenderize or slice meat with bones or other hard items. Damage to the machine will occur.
* REMOVE ties, rings, watches, bracelets, or other jewellery before operating.
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| Training | trainee I acknowledge and understand the SWP and the training I have received.Trainer: The trainee has been told and **shown** what a compliant standard looks like when conducting this task safely, the key risks have been emphasised, and the requirements of the process have been clearly communicated. |
| Trainee Name: | Trainee Signature: Payroll Number: Date: |
| Trainer Name: | Trainer Signature: Payroll Number: Date: |
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| Competency | trainee: I have the knowledge and skills to undertake this task confidently and safely.Trainer: The trainee has demonstrated confidence, understanding and competency in conducting this task safely. |
| Trainee Name: | Trainee Signature: | Date: |
| Competent Person: | Competent Person Signature: | Date: |