

1. IDENTIFICATION OF WORK AND TASKS

Tool used to punch or mark materials such as sheet metal, leather, plastic, or cardboard by applying controlled force through a die and punch. Ideal for creating precise holes without producing burrs.

2. RISK ASSESSMENT

2.1. Hazard Identification

- Crushing or cuts to hands or fingers during operation.
- Projection of material fragments during punching.
- Wear or breakage of the punch or die that may cause accidents.
- Muscle pain due to repetitive strain without breaks.
- Injuries caused by improper adjustment or slippage of the material being punched.

2.2 Risk Assessment

Hazard	Consequence	Probability	Severity	Risk
Crushing	Injury to fingers or hands	Medium	High	High
Material projection	Eye injury	Medium	High	High
Punch breakage	Loss of control	Medium	Medium	Medium
Muscle fatigue	Pain or tendonitis	High	Medium	High
Improper adjustment	Hole misalignment	Medium	Low	Medium

2.3. Preventive Measures

- Wear protective gloves and safety goggles.
- Check the condition of the punch and die before each use.
- Secure the material firmly and properly adjust the punching machine.
- Take regular breaks during repetitive tasks.
- Do not force the tool beyond its rated capacity.

2.4. Corrective Measures in Case of Accident

- Crushing injury: Immobilize the affected area, apply cold compresses, and seek medical attention if there is swelling or severe pain.
- Eye projection: Rinse with clean water and seek medical attention.
- Cuts: Clean, disinfect, and cover the wound. Seek medical advice if the cut is deep.

2.5. Evaluation of the Effectiveness of the Measures

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This manual is intended to guide the user in the safe and efficient use of this product.			

- Monitor the correct use of the equipment, the condition of the material being punched, and the maintenance of the punch. Promote training in safe punching techniques.

3. INSTRUCTIONS FOR USE

3.1. Aspects to Consider When Preparing for Use

- Verify that the punch and die are clean, aligned, and securely fastened.
- Ensure that the pressure mechanism is in good working condition.
- Prepare the work surface with adequate lighting.
- Wear the appropriate PPE (gloves and safety goggles).

3.2. Aspects to Consider During Use

- Position the material correctly on the die.
- Activate the pressure mechanism progressively to create the hole.
- Carefully remove the punched piece and inspect the result.
- Repeat the operation carefully without applying excessive force.

3.3. Warnings

- Do not use if there is visible looseness or wear on the punch or die.
- Do not place hands or any other part of the body in the cutting area during operation.
- Do not strike or apply force abruptly or in an uncontrolled manner.
- Do not allow use by minors or untrained persons.
- Do not use without appropriate protective equipment and without ensuring the work area and tool are under control.
- Use only under adequate lighting conditions.
- Do not use if experiencing fatigue, under the influence of alcohol, or after taking medication or substances incompatible with the work to be performed.



4. MAINTENANCE AND STORAGE

4.1. Cleaning

Clean after each use with a dry cloth. Remove any material residues and apply lubricant if necessary.

4.2. Inspection

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Check the cutting edge, alignment, and fastening of the punch. Replace it if there are cracks, misalignment, or excessive wear.

4.3. Storage

Store in a dry place, with components protected from dust and moisture.

4.4. Recycling and Environment

Dispose of the tool at an appropriate recycling facility in accordance with local regulations. Separate components if possible.

5. CONTACT AND SUPPORT

If you have any questions or require additional assistance, please do not hesitate to contact our Customer Service Department:

- **Email:** comercial@bellota.com
- **Phone:** 0034 943 73 90 00
- **Website:** www.bellota.com

We appreciate your trust in our products and are committed to ensuring your safety and satisfaction.