

Red:  
**FORMAL  
INDUCTION +  
SUPERVISION**

## Trotec 360 Flexx Laser Cutter

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ANU MakerSpace Safe Operating Procedure:

**High Risk Equipment - Fire risk, potentially harmful fumes, pinch points.**  
**PPE: Closed toe shoes, loose clothing and hair must be restrained.**

### Pre-operational Checks

1. Cut/etch approved materials only! Check the materials list or speak to a supervisor if you are unsure.
2. Be alert when using the cutter. Oversights can lead to fire or permanent equipment damage.
3. If something looks or smells unusual tell a supervisor or lock-out the laser to ensure your safety.
4. Check for obstacles (body part, jewellery, clothing) before initiating movement of the bed or gantry.
5. Do not place liquids or adhesives around the unit, regardless of whether it is off or on.
6. Seek assistance from a supervisor/mentor if swapping out the laser bed.
7. If you are interested in using other materials submit it for testing to a supervisor/mentor.

### Operational Checks

8. Do not place materials on top of or leaning against the machine at any time.
9. Once the laser is focused, move the gantry over the material to ensure material is not obstructing the laser head or likely to move during operation.
10. Do not directly stare at the laser during operation as prolonged exposure may harm eyesight.
11. ALWAYS stay with the machine until your job is complete.
12. Do not ignore warnings or alarms from job control or the laser. Use the emergency stop if unsure.
13. In case of collision with the bed or fire, extinguish flames with a fire blanket or extinguisher and lock-out machine immediately.
14. If a fire or collision has occurred IMMEDIATELY lock out the machine.
15. Do not open the door while machine is in operation.

### Post-operational Checks

16. Do not open the door until the extractor has automatically switched off (~ 1 min).
17. Clean the table and cabinet of any debris before leaving the machine.
18. If your cutting is irregular, please alert a mentor/supervisor who can perform maintenance.