



British Glass

# Safe Swabbing Guidance Note

## Remember...

- ✓ **ALWAYS** follow the safe working procedure;
- ✓ **ALWAYS** engage the swab cycle on a machine, where fitted, and visually check that the blanks and moulds remain open before swabbing;
- ✓ **ALWAYS** wear gloves when handling swabs;
- ✓ **ALWAYS** keep hands outside of the danger zone of the mould cavity, arc of the invert bar and take-out mechanism at all times;
- ✓ **ALWAYS** use a swab of suitable length or use extensions if needed;
- ✓ **ALWAYS** use a swab with a straight handle;
- ✓ **ALWAYS** replace swabs at job-change;  
*Ensuring that they are of an appropriate length for the mould and in suitable condition for swabbing;*
- ✓ **ALWAYS** wait at least one cycle before swabbing the finish moulds to determine the machine speed;
- ✓ **ALWAYS** soak swabs in dope before issue and after use they should be loaded, wrung-out and hung correctly at the doping station;



Authorised,  
Competent  
Operators Only



Always follow the  
safe working  
procedure



Safety gloves  
must be worn

## Never...

- ✗ **NEVER** perform swabbing operations unless you are fully trained and competent to do so;
- ✗ **NEVER** attempt to retrieve a dropped or jammed swab from a machine in operation – release immediately and stop the section;
- ✗ **NEVER** allow your hands within the mould danger zone;  
*If your hands are not in the danger zone then they will not be caught!*
- ✗ **NEVER** use a swab with a bent handle;  
*If the swab is caught or drawn into the machine your hand will follow!*
- ✗ **NEVER** place your finger within the eyelet of the swab;  
*These are provided only to hang the swab – if the swab is caught or drawn into the machine your hand will follow!*

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**GLASS Charter**  
Health & Safety Initiative for the UK Glass Industry

[www.glasscharter.co.uk](http://www.glasscharter.co.uk)

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