

## SAFE OPERATING PROCEDURES

# Metal Lathe

**DO NOT use this machine unless you have received authorization from the Shop Manager**



Safety glasses must be worn at all times.



Sturdy close-toed footwear must be worn at all times in work areas.



Rings and jewelry must not be worn.



Long and loose hair must be contained.



Close fitting/protective clothing must be worn. Roll up long sleeves.



Gloves must not be worn when using this machine.

### POTENTIAL HAZARDS AND INJURIES

- ❗ Hair /clothing / gloves getting caught in moving spindle (entanglement or amputation possible).
- ❗ Flying swarf and chips (eye injury).
- ❗ Sharp edges and burrs (cuts).
- ❗ Struck by ejected objects i.e chuck key (blunt trauma).
- ❗ Exposure to cutting coolants (skin irritation).

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the chuck key (if used) has been removed from the chuck or use a spring loaded chuck key.
- ✓ Follow correct clamping procedures to ensure work is secure in chuck.
- ✓ Remove all tools from the bed and slides of the machine.
- ✓ De-energize and lock-out machine before attempting any maintenance or when adjusting spindle speeds.

### SAFE OPERATING PRACTICES

- ✓ Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- ✓ Feed cutting tool at a moderate rate to prevent overheating or binding.
- ✓ Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
- ✓ If power fails, turn machine off and retract drill bit from workpiece.

### ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine and wait until spindle comes to a complete stop.
- ✓ Leave the machine in a safe, clean and tidy state.

### DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not try to lift chucks or face plates that are too heavy for a single person.
- ✗ Never leave the machine running unattended.
- ✗ Do not attempt to slow or stop the chuck or revolving work by hand.
- ✗ Do not leave equipment on top of the machine.