1. **Operational Steps**

* All the workers should follow the 5 S’s plan which is very important in a workplace. The 5 S’s are:

1. Sort
2. Straighten
3. Shine
4. Standardize
5. Sustain

* Before using any of the machine, make sure that all the connections are correct and double check it to avoid issues.
* The workers should not use the machines with wet hands.
* Make sure that the cables and wires of the machines in the workshop are properly insulated.
* While using the sawn machine, make sure that the guard of wheel is properly installed and workers should wear goggles to save eyes and body from fire sparks.
* While using the lathe machine, the workers should wear goggles, safety gloves to save eyes and body from hot and sharp iron particles.
* While using the welding Plant, the workers should wear welding screen & gloves to save eyes, hands and body from fire sparks.
* After using any of the machine, make sure that the supply is turned OFF.
* The supply connections should be properly removed.
* While any working is going to work on height and below any moving part, safety helmet must be used.
  1. **Lathe Machine**
* Put on all safety equipment and tie back loose hair or clothing before operating machine.
* Check to make sure all parts of machine are working and functioning properly.
* Double check all measurements for operating machine on work piece.
* Adjust machine to correct speed for machining process.
* Put work piece into chuck.
* Use chuck key to loosen and tighten the chuck.
* Remove chuck key from chuck and place out of chuck path of rotation.
* Make sure all safety equipment is on correctly and put safety guards into position.
* Start machine by turning black knob into on position.
* During operation, keep hands a safe distance away and only use adjustment tools on lathe to maneuver work piece.
* When finished, turn off the lathe right away.
* Wait until rotating chuck has completely stopped before handling work piece.
* Clean machine after use and dispose of debris.

1. **Precautions**

* All the staff should be aware of any malfunction in the machines in the workshop.
* Any issue regarding the machines should be dealt on time to avoid inconvenience.
* If any issue is found in any of the machines, it should be stopped immediately and checked thoroughly.
* All the staff should be careful while using any of the machines.

**Note:**

* If any type of malfunction produced in any of the machines, then immediately inform H.O.D or shut down the corresponding machine.
* If machine is in operating mode staff on duty is not allowed to leave that machine otherwise fine will be imposed.

H.O.D Maintenance Department

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