

# (Your Business Name Here) – Safe Work Procedure

## MILLING MACHINE

**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission**

### PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Gloves must not be worn when using this machine.



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



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

### 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 cutter is in good condition and securely mounted.
- ✓ Check coolant delivery system to allow for sufficient flow of coolant.

### OPERATIONAL SAFETY CHECKS

- ✓ Keep clear of moving machine parts.
- ✓ Follow correct clamping procedures. Keep overhangs as small as possible and check workpiece is secure.
- ✓ Set the correct speed to suit the cutter diameter, the depth of cut and the material.

### ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Remove milling cutters and store them safely.
- ✓ Before making adjustments and measurements or cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- ✓ Leave the machine and work area in a safe, clean and tidy state.

### POTENTIAL HAZARDS AND INJURIES

- ⓘ Sharp cutters.
- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Eye injuries.
- ⓘ Skin irritation.
- ⓘ Metal splinters and burrs.
- ⓘ Flying debris.

### DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery.
- ✗ Never leave the machine running unattended.
- ✗ Do not leave equipment on top of the machine.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

*This information is based on material published by the South Australian Department of Education and Children's Services.*