

(Your Business Name Here) – Safe Work Procedure

METAL LATHE

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.
- ✓ Check the job is clamped tight in the chuck.
- ✓ Remove all tools from the bed and slides of the machine.
- ✓ Ensure the correct speed for machining process is selected.
- ✓ Remove the chuck key before starting the lathe.

OPERATIONAL SAFETY CHECKS

- ✓ Before making adjustments or measurements, switch off and bring the machine to a complete standstill.
- ✓ Always remove the chuck key from the chuck.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Reset all guards to a fully closed position.
- ✓ Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Flying objects such as the chuck key left in chuck.
- ⓘ Cutting tool injury when cleaning, filing or polishing.
- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Metal splinters and swarf.
- ⓘ Eye injuries.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery.
- ✗ Do not try to lift chucks or face plates that are too heavy for you.
- ✗ 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.

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.