

SAFETY OPERATING PROCEDURES

Metal Lathe

DO NOT use this machine unless a teacher has instructed you in its safe use and operation and has given permission.



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



Appropriate footwear with substantial uppers must be worn.



Rings and jewellery must not be worn.



Long and loose hair must be contained.



Close fitting/protective clothing must be worn.



Gloves must not be worn when using this machine.

PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure no slip/trip hazards are present.
2. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
3. Ensure all guards are in place.
4. Check that the job is clamped tight in the chuck.
5. Remove all tools from the bed and slides of the machine.
6. Ensure correct speed for machining process is selected.
7. Remove the chuck key before starting the lathe.
8. Do not try to lift chucks or face plates that are too heavy for you.
9. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Never leave the lathe running unattended.
2. Before making adjustments or measurements switch off and bring the machine to a complete standstill.
3. Do not attempt to slow/stop the chuck or revolving work by hand.
4. Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
5. Always remove the chuck key from the chuck.
6. Do not store tools and parts on top of the machine.

HOUSEKEEPING

1. Switch off the machine and reset all guards to a fully closed position.
2. Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS

- Flying objects - chuck key left in chuck
- Cutting tool injury when cleaning, filing or polishing
- Rotating machine parts - entanglement
- Metal splinters/swarf
- Eye injuries

This SOP should be used in conjunction with Education Policy and Procedures Register (EPPR) -
HLS-PR-012: Curriculum Activity Risk Management Modules

Acknowledgement: Much of the information for this document has been sourced from content kindly provided by Department of Education & Children's Services SA website: Machine Guarding - Safe Operating Procedures