

Lathe Machine Safe Work Procedure.

DO NOT use this machine unless you have been trained in its safe use and operation

Personal Protective Equipment (PPE) Required

- Eye Protection
- Appropriate Footwear
- Appropriate Attire

DO NOT operate the lathe wearing loose clothing, finger rings or other jewellery. Long hair must be tied up or tucked under the hard-hat.

Check workspaces and walkways to ensure no slip/trip hazards are present.

Safe Work Procedure Checklist

PRE-Operation:

- Task (Drawings, instructions, Specifications, Material... etc.) is clearly understood.
- Identify ON/OFF switch and emergency stop button and test any interlocking devices (if applicable).
- Make sure the machine is turned off or the emergency stop switch is engaged, before comment of any work or inspection.
- Ensure all security guards including the chuck and tool post guards are in place.
- Ensure the work piece has been suitably prepared for the lathe operation.
- Ensure work piece is securely fastened to face plate, chuck or between centres as required by the task.
- Remove the chuck wrench/key immediately after adjusting the chuck.
- Rotate the work piece by hand to check clearance between tool rest and bed.
- Adjust speed and feed to suit the diameter and the material of the work and turning operation.
- Ensure the cutting tools are sharp, in good condition and secured.
- Test the cooling fluid system operation and availability.
- Faulty equipment must not be used and must be immediately reported to the shop technician.

Operation:

- Never leave the machine running while unattended.
- Switch off the lathe and ensure it has come to a complete standstill before making any adjustments.
- Keep the tool rest adjusted close to the work and at the correct height.
- Adjust speed to suit the diameter of the work and turning operation.
- Never use the file to smooth, clean or deburr a work piece.

POST-Operation:

- Switch off the machine and reset all guards to a fully closed position.
- Allow all part to come to stop before making alterations or at completion of work.
- Remove work from chuck and remove chuck key.
- Leave the machine in a safe, clean and tidy state.
- Leave the working area clean and tidy.

Milling Machine Safe Work Procedure.

DO NOT use this machine unless you have been trained in its safe use and operation

Personal Protective Equipment (PPE) Required

- Eye Protection
- Appropriate Footwear
- Appropriate Attire

DO NOT operate the Milling wearing loose clothing, finger rings or other jewellery. Long hair must be tied up or tucked under the hard-hat.

Check workspaces and walkways to ensure no slip/trip hazards are present.

Safe Work Procedure Checklist

<p>PRE-Operation:</p> <ul style="list-style-type: none"> • Task (Drawings, instructions, Specifications, Material... etc.) is clearly understood. • Identify ON/OFF switch and emergency stop button and test any interlocking devices (if applicable). • Make sure the machine is turned off or the emergency stop switch is engaged, before comment of any work or inspection. • Ensure all security guards including the spindle guard are in place. • Ensure the work piece has been suitably prepared for the milling operation. • Ensure work piece is securely fastened to the working table. • Remove the chuck wrench/key immediately after installing the tooling. • Adjust speed and feed to suit the tooling diameter, material and turning operation. • Ensure the cutting tools are sharp, in good condition and secured. • Test the cooling fluid system operation and availability, if applicable. • Faulty equipment must not be used and must be immediately reported to the shop technician 	<p>Operation:</p> <ul style="list-style-type: none"> • Never leave the machine running while unattended. • Switch off the milling machine and ensure it has come to a complete standstill before making any adjustments or working on the work piece. • Keep the tool rest adjusted close to the work and at the correct position. • Adjust speed to suit the diameter of the tool and turning operation. <p>POST-Operation:</p> <ul style="list-style-type: none"> • Switch off the machine and reset all guards to a fully closed position. • Allow all part to come to stop before making alterations or at completion of work. • Remove work from table and remove the tooling. • Leave the machine in a safe, clean and tidy state. • Leave the working area clean and tidy.
--	--

Drill Press Safe Work Procedure.

DO NOT use this machine unless you have been trained in its safe use and operation

Personal Protective Equipment (PPE) Required

- Eye Protection
- Appropriate Footwear
- Appropriate Attire

DO NOT operate the Drill Press wearing loose clothing, finger rings or other jewellery. Long hair must be tied up or tucked under the hard-hat.

Check workspaces and walkways to ensure no slip/trip hazards are present.

Safe Work Procedure Checklist

<p>PRE-Operation:</p> <ul style="list-style-type: none"> • Task (Drawings, instructions, Specifications, Material... etc.) is clearly understood. • Identify ON/OFF switch and emergency stop button and test any interlocking devices (if applicable). • Make sure the machine is turned off or the emergency stop switch is engaged, before comment of any work or inspection. • Ensure chuck guards is in place. • Ensure work piece is securely fastened to the work table. • Ensure the drill bit or cutting tool is locked securely in the chuck. • Remove the chuck key immediately after securing the drill bit or cutting tool. • Adjust speed and feed to suit the drill diameter and the material of the work. • Ensure the drill bits are sharp, in good condition and secured. • Faulty equipment must not be used and must be immediately reported to the shop technician. 	<p>Operation:</p> <ul style="list-style-type: none"> • Never leave the Drill Press running while unattended. • Switch off the drill press and ensure it has come to a complete standstill before making any adjustments or cleaning swarf accumulations/ debris. • Lubricate drill bit when drilling metal. • Reduce the drilling pressure/feed when the drill begins to break through the work piece. This action prevents drill from pulling into the work and breaking. • Do not force the drill with extra pressure. • Do not hold work by hand when drilling holes; secure the work with clamps or vices. • Do not stop rotation of chuck and spindle with your hand <p>POST-Operation:</p> <ul style="list-style-type: none"> • Switch off the machine and reset all guards to a fully closed position. • Allow all part to come to stop before making alterations or at completion of work. • Remove drill bit from chuck and remove chuck key. • Leave the machine in a safe, clean and tidy state. • Leave the working area clean and tidy.
---	--

Band Saw Safe Work Procedure.

DO NOT use this machine unless you have been trained in its safe use and operation

Personal Protective Equipment (PPE) Required

- Eye Protection
- Appropriate Footwear
- Appropriate Attire

DO NOT operate the Milling wearing loose clothing, finger rings or other jewellery. Long hair must be tied up or tucked under the hard-hat.

Check workspaces and walkways to ensure no slip/trip hazards are present.

Safe Work Procedure Checklist

PRE-Operation:

- Task (Drawings, instructions, Specifications, Material... etc.) is clearly understood.
- Identify ON/OFF switch and emergency stop button and test any interlocking devices (if applicable).
- Make sure the machine is turned off or the emergency stop switch is engaged, before comment of any work or inspection.
- A proper blade must be used for the material being cut.
- Adjust blade guard height to about 3 mm or 1/8 inch above the top of the material being cut.
- Ensure the blade is tracking correctly and runs freely in and against the upper and lower guide rollers.
- Ensure the blade is under proper tension.
- Ensure the blade is sharp, properly set and suitable for the job (e.g., the right tooth pitch; tooth form; blade width).
- Hold work piece firmly and flat on the table to prevent it from turning and drawing your fingers against the blade. Keep hands braced against the table.
- Ensure all security guards are in place.
- Ensure work piece is securely fastened to

Operation:

- Never leave the Band Saw running while unattended.
- Switch off the Band Saw and ensure it has come to a complete standstill before making any adjustments or cleaning swarf accumulations/ debris.
- Adjust speed and feed to suit the material of the work.
- Use a push stick when you remove cut pieces from between the fence and saw blade or when your hands are close to the blade. Keep your hands on either side of the blade - not in line with the cutting line and the blade.
- Lubricate the cutting blade or use cooling fluid when cutting metal.
- Stop the machine before making adjustments or measurements.
- Never reach over the saw-line to position or guide materials.

Faculty Workshop Services

the work table.

- Faulty equipment must not be used and must be immediately reported to the shop technician

POST-Operation:

- Switch off the machine and reset all guards to a fully closed position.
- Allow all part to come to stop before making alterations or at completion of work.
- Remove drill bit from chuck and remove chuck key.
- Leave the machine in a safe, clean and tidy state.
- Leave the working area clean and tidy.

Bench Grinder Safe Work Procedure.

DO NOT use this machine unless you have been trained in its safe use and operation

Personal Protective Equipment (PPE) Required

- Eye Protection
- Appropriate Footwear
- Appropriate Attire

DO NOT operate the Milling wearing loose clothing, finger rings or other jewellery. Long hair must be tied up or tucked under the hard-hat.

Check workspaces and walkways to ensure no slip/trip hazards are present.

Safe Work Procedure Checklist

<p>PRE-Operation:</p> <ul style="list-style-type: none"> • Task (Drawings, instructions, Specifications, Material... etc.) is clearly understood. • Identify ON/OFF switch and emergency stop button and test any interlocking devices (if applicable). • Make sure the machine is turned off or the emergency stop switch is engaged, before comment of any work or inspection. • Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty. • Ensure that the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm. • Check that wheels are running true and are not glazed or loaded. • Faulty equipment must not be used and must be immediately reported to the shop technician. 	<p>Operation:</p> <ul style="list-style-type: none"> • Never leave the Bench Grinder running while unattended. • Switch off the Bench Grinder and ensure it has come to a complete standstill before making any adjustments or cleaning swarf accumulations/ debris. • Stand to the side of the wheels when starting up. • Work piece must never be held with gloves, cloth, apron or pliers. • Do not grind non-ferrous materials. • Let the wheels gain maximum speed before starting to grind. • Do not grind on the side of the wheel. • Small objects must not be held by hand. • Do not bend down near the machine whilst it is running. • Never force the work piece against a wheel. • Slowly move the work piece across the face of the wheel in a uniform manner. <p>POST-Operation:</p> <ul style="list-style-type: none"> • Switch off the machine and reset all guards to a fully closed position. • Allow all part to come to stop before making alterations or at completion of work. • Remove drill bit from chuck and remove chuck key. • Leave the machine in a safe, clean and tidy state. • Leave the working area clean and tidy.
---	--

