**Personal Protective Equipment and Clothing.**

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

operation and have been given permission.

**Operational Safety checks.**

**🗸** Never leave the lathe running unattended.

Before making adjustments or measurements switch off and bring the machine to a complete standstill.

**🗸** Keep all body parts well clear (at least 150mm) of the rotating chuck and the tool post.

**🗸** Do not attempt to slow/stop the chuck or revolving work by hand.

**🗸** Avoid letting swarf build up on the tool or job. Stop the machine and remove it.

**🗸** Always remove the chuck key from the chuck.

**🗸** Do not store tools and parts on top of the machine.

**Don’t.**

X Do not use faulty equipment. Immediately report any suspect machinery.

X Do not wear gloves whilst using the equipment.

X Never leave the machine running attended.

X Do not attempt to cut material beyond the capacity of the machine.

X Do not try to lift chucks or face plates that are too heavy for you.

**Pre-Operational Safety checks.**

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

**🗸** Locate and ensure you are familiar with all machine operations including the ON/OFF starter and E-stop (if fitted).

**🗸** Ensure all moving parts are functional and clear from obstruction or interference.

**🗸** Ensure all guards are in place.

**🗸** Check that the job is clamped tight in the chuck.

**🗸** Remove all tools from the bed and sides of the machine.

**🗸** Ensure correct speed for machining process is selected.

**🗸** Remove the chuck key before starting the lathe.

**Potential Hazards and Injuries.**

**¡** Flying Objects.

**¡** Cutting tool injury when cleaning, filing or polishing.

**¡** Rotating machine parts – entanglement.

**¡** Metal splinters/ swarf.

**¡** Eye Injuries.

**¡** Hot metal burns.

**¡** Noise.

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| --- | --- | --- | --- |
| A\* | *For use by trained staff only. Use by anyone else strictly prohibited.* | A | *For use by adult employees (18+) who have received and signed the safe use paperwork. No lone working.* |
| B | *For use by adult employees (16+) who have received and signed the safe use paperwork. Lone working Permitted.* | C | *For use by all employees under the supervision of adult employees who have received and signed the safe use paperwork. Adult lone working permitted.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Safety Glasses Must Be Worn | Signs &amp; Symbols | Safety glasses must be worn at all times. | Safety operating procedures | Long & loose hair must be contained. |  | Jewellery & watches forbidden. |
| Wear Safety Boots Signs - from Key Signs UK | Safety footwear must be worn at all times in work areas. | Do Not Wear Gloves Symbol Sign | PVC Safety Signs | Gloves must not be worn |  | Close fitting/protective clothing to be worn |

**Finishing Operations and Housekeeping.**

**🗸** Switch off the machine when all work is completed.

**🗸** Leave the machine in a safe, clean, and tidy state.

**🗸** Place all off cuts in the storage rack or waste bin.

**This safe Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with the manufacturer’s guidance. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-training exercise on the safe use of the equipment.**