**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.

**Potential Hazards and Injuries.**

**¡** Sharp Cutters.

**¡** Entanglement – hair/clothing caught in moving parts.

**¡** Rotating machine parts – entanglement.

**¡** Skin irritation.

**¡** Eye Injuries.

**¡** Metal splinters/burrs.

**¡** Flying debris.

**¡** Noise.

**¡** Burns from hot material after/during cutting.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

**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.**

**Finishing Operations and Housekeeping.**

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

**🗸** Remove milling cutters and store them safely.

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

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

**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 utilise beyond the capacity of the machine.

X Do not clean debris from cut area when machine is running.

X Do not use air gun to clean machines.

**Operational Safety checks.**

**🗸** keep clear of moving machine parts.

**🗸** Follow correct clamping procedures. Keep overhangs as small as possible and check workpiece is secure.

**🗸** Never leave the machine running attended.

**🗸** Set the correct speed to suit the cutter diameter, the depth of cut and the material.

**🗸** Before making adjustments and measurements or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.

**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 and controls.

**🗸** Ensure all guards are fitted, secure and functional. Do not use if missing or faulty.

**🗸** Ensure cutter is in good condition and securely mounted.

**🗸** Check coolant delivery system to allow for sufficient flow of coolant.