**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.

**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.

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

**Pre-Operational Safety checks.**

**🗸** Check workspace and walkways to ensure no slip hazards are present.

**🗸** Check all guards are in position and secure.

**🗸** Ensure the chuck key (if used) has been removed from the chuck.

**🗸** Locate & ensure you are familiar with the operation of the ON/OFF starter and E-stop (if fitted).

**🗸** Follow correct clamping procedures to ensure work is secure.

**🗸** If the job obstructs the walkway erect a barricade.

**🗸** Adjust spindle speed to suit drill or cutter diameter.

**🗸** Is machine stop set properly so tap releases in neutral rather than bottoming in workpiece or fixture?

**🗸** Is clearance plane when tap exits the hole sufficient to allow the tap to clear the hole before moving to a new position?

**🗸** Is the stop arm of the tapping attachment held rigidly against rotation? Stop arm installation must be stronger than the largest tap.

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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.* |

**Potential Hazards and Injuries.**

**¡** Hair /clothing entanglement – rotating spindle.

**¡** Material ejection.

**¡** Eye injuries.

**¡** Sharp edges & burrs.

**¡** Slips, trips & falls.

**¡** Exposure to heat – burns.

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

**Operational Safety checks.**

**🗸** Check the spindle runs ‘true’ and does not wobble.

**🗸** Never leave the machine while it is running.

**🗸** Keep hands clear of workpiece and away from the rotating tool.

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

**🗸** Feed downwards at a sufficient rate to keep the attachment cutting.

**🗸** Feed with care as the attachment breaks through the underside of the work.

**🗸** Use a safe working posture (beware of hair catching).