Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | Using a CNC Milling Machine  |
| **CNC Milling Machine  Description: SDC10144** | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to projectiles and sharp objects. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [ ]  | [x]  | [ ]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Ensure task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure operator wears appropriate PPE (e.g. hearing, eye, clothing and footwear protection).
* Ensure all guards are in place.
* Check that the work piece is clamped securely in the chuck.
* Remove all tools from the bed of the machine.
* Ensure correct computer controlled programmable is selected.
* Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation/Task:* Never leave the machine running unattended.
* Before making adjustments or measurements switch off and bring the machine to a complete standstill.
* 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.

3. POST-Operation/Task:* Switch off CNC machine before removing waste material from the machine.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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