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 Milling Machine | | | | | | | | |
| Drilling-and-Milling-Machine-XZ6350Z- | | | | | | **Potential Hazards:** Electrical hazard withsharp cutters and moving components which has the potential to cause harm through entanglement, impact and cutting, noise, metal splinters and burrs, and flying debris. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation/Task:   * Ensure task (e.g. Drawings, instructions, specifications etc.) is clearly understood. * Ensure that there are no slip or trip hazards in the workspace. * Check machine guards are in position. * Ensure the correct drill bit is used, is secure and in a suitable condition. * Remove the chuck key from the chuck after securing the drill bit. * Identify ON/OFF switch and emergency stop button.   2. Operation/Task:   * Keep clear of moving machine parts. * Never leave the machine running unattended. * Ensure work piece is secure (in vice) and keep overhangs as small as possible. * Set the correct speed to suit the cutter diameter, the depth of cut and the material. * Ensure machine is switched off and at a complete standstill before making adjustments and measurements.   3. POST-Operation/Task:   * Ensure that the machine is switched off. * Remove milling cutters and store them safely. * Leave the machine and work area in a safe, clean and tidy state. | | | | | | | | | | | |
| **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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