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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [ ]  | [x]  | [x]  | [x]  |
|  **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.
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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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