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 Wood Lathe | | | | | | | | |
| Wood Lathe   E:\New & Revised  Document\Plant_Machines\woodlathe.jpg | | | | | | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to heat, dust, projectiles and sharp objects. | | | | | |
| **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:   * Task (e.g., drawings, instructions, specifications etc.) is clearly understood. * Identify ON/OFF switch and emergency stop button and test any interlocking devices (if applicable). * Ensure chuck guard is in place (if applicable) * Ensure outer spindle arm guard from the headstock is in place (if applicable). * Ensure the work piece has been suitably prepared for the lathe operation. * Ensure work piece is securely fastened to face plate, chuck or between centres as required by the task. * Adjust speed to suit the diameter of the work and turning operation. * Rotate the work piece by hand to check clearance between tool rest and bed. * Ensure the cutting tools are sharp and in good condition. * Start the dust extraction unit before using the machine. * Faulty equipment must not be used and must be immediately reported.   2. Operation/Task:   * Never leave the machine running while unattended. * Switch off the lathe and ensure it has come to a complete standstill before making any adjustments. * Keep the tool rest adjusted close to the work and at the correct height. * Adjust speed to suit the diameter of the work and turning operation. * Stop the lathe and remove all tool rests before sanding.   3. POST-Operation/Task:   * Switch off the machine and reset all guards to a fully closed position. * Ensure good housekeeping practices are in place to minimise dust build-up. * Leave the machine 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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