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 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:* 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.
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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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