

STANDARD OPERATING PROCEDURES

Metal Lathe

DO NOT use this machine unless you have received authorization from the Shop Coordinator



Safety glasses must be worn at all times.



Long and loose hair must be contained.



Sturdy, closed-toe footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn. Roll up long sleeves.



Gloves must not be worn when using this machine



Rings and jewelry must not be worn.

Potential Hazards and Injuries

- Hair /clothing / gloves getting caught in moving spindle (entanglement or amputation possible).
- Flying swarf and chips (eye injury).
- Sharp edges and burrs (cuts).
- Struck by ejected objects, e.g. chuck key (blunt trauma).
- Exposure to cutting coolants (skin irritation).

Pre-Operational Safety Checks

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Ensure the chuck key (if used) has been removed from the chuck or use a spring-loaded chuck key.
- Follow correct clamping procedures to ensure work is secure in chuck.
- Remove all tools from the bed and slides of the machine.
- De-energize and lock-out machine before attempting any maintenance or when adjusting spindle speeds.

Safe Practices During Operation

- Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- Feed cutting tool at a moderate rate to prevent overheating or binding.
- Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
- If power fails, turn machine off and retract drill bit from workpiece.

Ending Operations and Cleaning Up

- Switch off the machine and wait until spindle comes to a complete stop.
- Leave the machine in a safe, clean and tidy state.

DON'T

- Do not use faulty equipment. Immediately report suspect equipment.
- Do not try to lift chucks or face plates that are too heavy for a single person.
- Never leave the machine running unattended.
- Do not attempt to slow or stop the chuck or revolving work by hand.
- Do not leave equipment on top of the machine.

SOP must be used in conjunction with an effective training program