



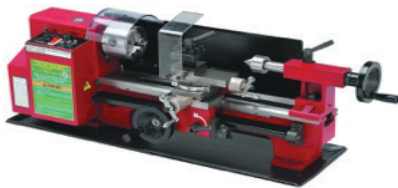
LOCKSMITHS

SAFE OPERATING PROCEDURE METAL LATHE

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 EYE PROTECTION MUST BE WORN	 HAIR PROTECTION MUST BE WORN	 GUARDS MUST BE USED	 PINCH POINT CAN CAUSE SERVE PERSONAL INJURY	 GLOVES MUST NOT BE WORN	 NO RINGS OR JEWELLERY TO BE WORN



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Task (e.g. drawings, instructions, specifications etc.) are clearly understood.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Locate and ensure you are familiar with the operation of the ON/OFF switch and E-Stop (if fitted) and test any interlocking devices (if applicable).
- Ensure the chuck guard is in place.
- Ensure outer spindle arm guard from the headstock is in place when the length of material to be machined does not protrude through the headstock spindle.
- Check that the job is clamped tight in the chuck.

- Ensure correct speed for the machining process is selected.
- Remove all tools from the bed and sides of the machine.
- Remove the chuck key before starting the lathe.
- Do not try to lift chucks or face plates that are too heavy for you.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

OPERATIONAL SAFETY CHECKS

- Ensure all other personnel are clear of the immediate work area.
- Start the lathe and after reaching operating speed gradually bring cutting tool into contact with the work piece.
- Never leave the lathe unattended.
- Where bar stock protrudes through the headstock spindle, place barriers to ensure pedestrian safety.
- Before making adjustments or measurements switch off and bring the machine to a complete standstill.
- Do not attempt to slow/stop the chuck or revolving work by hand.
- Avoid letting swarf build up on the tool or job. Stop the machine and remove it.

Date of last review	Name	Signature



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This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.



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- Always remove the chuck key from the chuck.
- Do not store tools and parts on top of the machine.

ENDING OPERATIONS AND CLEAN UP

- Switch off the grinder when work completed & before removing waste material from work site.
- Switch off the machine when work completed.
- Reset all guards to a fully closed position.
- Avoid letting swarf build up on the tool or job. Stop the machine and remove it.
- Leave the machine in a safe, clean and tidy state.

MAINTENANCE

- Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- Electrical hazard.
- Flying objects such as the chuck key left in chuck.
- Cutting tool injury when cleaning, filing or polishing.
- Hair/clothing becoming entangled in moving machine parts.
- Metal splinters and swarf.
- Eye injuries.
- Noise.
- Pressurised content.

DON'T

- DO NOT operate equipment without wearing appropriate PPE
- Do not use the machine with any guards removed.
- Do not use the wrong type of disc for the operation.
- Do not try to lift chucks or face plates that are too heavy for you.
- Never leave the machine running unattended.
- Do not try to lift chucks or face plates that are too heavy for you.
- Do not attempt to slow or stop the chuck or revolving work by hand.
- Do not store tools and parts on top of the machine.
- Do not use faulty equipment. Immediately report any suspect equipment & apply a DO NOT USE tag.



Date of last review	Name	Signature



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I confirm I am competent to operate a METAL LATHE following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



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Amendments and notes to be review prior to bi-annual update.

Date	Name	Item Description



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