

Safe Work Practice (SWP)

Name of Task Metal Lathe	
Department/Unit: Trades Programs	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, gloves, dust and hearing protection as required. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Flying objects, cutting tool injury when cleaning, filing or polishing, cuts, pinching, lacerations, amputations, rotating machine parts – entangle, metal splinters and eye injuries.	
Required Training:	<ul style="list-style-type: none"> Successful completion of safety unit and test. Training in-house by individuals, experienced and knowledgeable with the tool. Operator's manual.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Ensure no slip/trip hazards are present in workspace and walkways. Make all adjustments with power cord unplugged. Faulty equipment must not be used. Immediately report suspect equipment. Locate and ensure you are familiar with the operation of the ON/OFF starter. Disconnect power supply before changing or adjusting blades. Check that the job is clamped tight in the chuck. Remove all tools from the bed and slides of the machine. Ensure correct speed for the machining process is selected. Remove the chuck key before starting the lathe. Ensure that work is mounted securely in the chuck or between head stock and tail stock.
2	Prohibited Activities: <ul style="list-style-type: none"> Do not try to lift chucks or face plates that are too heavy for you.
3	For cutting operations: Position the cutting tool to correct angle for operation.
4	Follow job specifications for the speed, feed and depth of cut for materials being turned. Make sure all work runs true and centered. Set depth of cut to remove no more than the maximum allowable for operation.
5	Center-drill work deeply enough to provide support for the piece while it is turning.
6	Adjust tool and tool rest so that they are slightly above the center of the work.
7	Remove all tools, measuring instruments and other objects from the saddle or lathe bed before starting machine.
8	Ensure the chip shields are in place.
9	Shut off the power supply to the motor before mounting or removing accessories.
10	Stop lathe before taking any measurements of any kind.
11	Turn off metal lathe and allow rotation to stop before removing work piece.
12	POWER OFF.
13	Post-Operational Safety Checks: <ul style="list-style-type: none"> Clean up debris and ensure equipment is safe, and area is clean before leaving.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.

Responsibilities, Completion and Review

Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completed by and Date:

Approved by:

Last Reviewed/Revised by and Date:

Note: This task will be monitored periodically to ensure compliance and effectiveness.