



Safe Work Practice (SWP)

Name of Task: CNC Lathe	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations:	
<ul style="list-style-type: none"> • Eye Protection Required • CSA Approved Safety Footwear Required • When warranted, Hearing Protection Required • Long or Loose Hair must be tied back or contained • No jewelry, watches, rings, necklaces etc • No Loose fitting clothing • If a safety door interlock exists on this machine, it must be used. • For older machines that don't have doors or safety interlocks: • Never reach into a machine while a program is running as any machine can make unexpected moves. • Keep the doors closed whenever possible. • 	
Hazards:	
<ul style="list-style-type: none"> • Impact, pinch and crush points • Dusts and fumes • Electrical components • Entanglement and entrapment • Control errors • Manual handling • Failure or malfunction • Eye Injury 	
Required Training	<ul style="list-style-type: none"> • Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices). • Shop safety orientation • Read and understand this SWP • For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none"> • Only authorized students and staff shall operate this or any machine. • Ensure you understand and follow any safety precautions posted on this machine. • Ensure you know the location of all the emergency stop buttons and when they should be used. • Never operate any machine or equipment if you have been drinking alcohol, taking un-prescribed drugs, or taking prescribed drugs that could impair your judgment. • Ensure you are familiar with CNC programming software functionality. • Only machine materials that are suitable for this turning process. • Ensure lathe cutting bit size and shape conforms to specifications. • Ensure machine is in the proper mode prior to reaching in to make any required adjustment.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.


	<ul style="list-style-type: none"> • Ensure all cutters are sharp and in good working order before use. • Be aware of any other personnel in the immediate vicinity. Never point an air hose at anyone. • Familiarize yourself with all electrical and mechanical operation and controls, including any handheld keypad interface remote control. • Check for damaged parts and tools before you operate the machine. • Any part or tool that is damaged should be properly repaired or replaced by authorized personnel • No person should ever be located inside the machine during operation • Always wear gloves and/or use a brush when cleaning chips from a machine. Never use your bare hands. • Never grab chips coming off a machine. • Never wear gloves whenever there is a danger that they may become entangled on a rotating part or tool. • Ensure the work piece and /or tool have fully stopped rotating before reaching into a machine. • Never open electrical cabinets or control covers. • Do not exceed the machines rated: chuck, spindle, tool size/length/weight, part size/weight capacity. • Keep your work area clean and organized. • Clean-up any oil or coolant on the floor immediately. • Bring any safety hazards you are aware of to the attention of your instructor right away. • Safety is everyone's responsibility.
--	--

Prohibited Activities	<ul style="list-style-type: none"> • Do Not operate this equipment without prerequisite training • NEVER leave the machine running while unattended • NEVER exceed machine rated capacities •
------------------------------	---

Steps to be taken to complete task safely:

1	Locate and inspect all required personal protective equipment. Replace if required.
2	PPE must be worn at ALL times
3	Task must be fully planned
4	Complete material layout prior to any operation
5	Select appropriate tooling required based on operation / material
6	Never attempt to program this CNC machine without proper training.
7	Never program any CNC lathe to perform operations beyond the capacity of the machine.
8	Confirm all CNC programming instructions for the lathe
9	Ensure that the material workpiece is secured and clamped before turning
10	Ensure that the coolant system is operational before turning.
11	Never leave the CNC lathe in operational mode while unattended
12	Chip conveyor - Follow the cleaning instructions given to you by your instructor
	If an emergency situation occurs while conducting any task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY	
Responsibilities, Completion and Review	
<i>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.</i>	
Completed by and Date: 2/20/2020	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.