



Safe Work Practice (SWP)

Name of Task: CNC Milling Machine (Machining Centre)	
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 **We don't wear daily**• 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.	
Potential Hazards	
<ul style="list-style-type: none">• Exposed moving parts• electrical hazard• potential to cause harm through entanglement, impact and cutting• exposure to projectiles and sharp objects.	
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 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.• 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 task (e.g. Drawings, instructions, specifications etc.) is clearly understood.• Ensure operator wears appropriate PPE (e.g. hearing, eye, clothing and footwear protection).• Ensure all guards are in place.

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

	<ul style="list-style-type: none"> • Never point an air hose at anyone. • Check that the work piece is clamped securely in the chuck. • Remove all tools from the bed of the machine. • Ensure correct computer controlled programmable is selected. • Identify ON/OFF switch and emergency stop button (if applicable). • 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.
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Prohibited Activities	<ul style="list-style-type: none"> • Do not Smoke (Fire Hazard) • Do not leave this equipment unattended while running.
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Steps to be taken to complete task safely:

1	Never leave the machine running unattended.
2	Before making adjustments or measurements switch off and bring the machine to a complete standstill.
3	Do not attempt to slow/stop the chuck or revolving work by hand.
4	Avoid letting swarf build up on the tool or job. Stop the machine and remove it
5	POST-Operation/Task: Switch off CNC machine before removing waste material from the machine

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: 12/01/2020	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.