

# Safe Operating Procedure

## Milling Machine



### PERSONAL SAFETY:



### PRE OPERATIONAL SAFETY CHECKS:

- Check workspace and walkways to ensure no slip / trip hazards are present;
- Check machine guards are in position;
- Ensure the correct drill bit is used, is secure and in a suitable condition;
- Remove the chuck key from the chuck after securing the drill bit;
- Identify ON/OFF switch and emergency stop button;
- **Do not use GLOVES when operating the Milling Machine.**

### POTENTIAL HAZARDS:

- Entanglement;
- Electrical;
- Sharp cutters and moving components;
- Noise (Impact and cutting);
- Sharp edges, burrs and metal splinters
- Cuts and abrasions;
- Flying debris.

### OPERATIONAL SAFETY PRACTICES (CONTROLS):

- Keep clear of moving machine parts;
- Never leave the machine running unattended;
- Ensure work piece is secure (in vice) and keep overhangs as small as possible;
- Set the correct speed to suit the cutter diameter, the depth of cut and the material;
- Ensure machine is switched off and at a complete standstill before making adjustments and measurements.

### HOUSEKEEPING:

- Switch off machine when work is completed;
- Remove milling cutters and store them correctly;
- Isolate and Lock out power supply during maintenance;
- Leave the machine and work area in a safe, clean, & tidy condition.