

## SOP - Lathe Centre

**DO NOT use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator**

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.  
Additional training may be required for high risk plant/work. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Protective body clothing must be worn

### POTENTIAL HAZARDS AND RISKS

- i Struck by Moving Object**  
Struck by moving object due to work pieces being ejected
- i Electrical Shock or Burn**  
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- i Cutting, Stabbing or Puncturing**  
Injury from sharp or flying object  
Injury from contact with moving parts  
**Injury from work pieces being ejected**
- i Slip, Trips, Falls**  
Slip, trip, fall due to workspace and walkways not being made clear
- i Entanglement**  
Entanglement in moving parts
- i Other**  
Cut injury from swarf  
Hearing damage from excessive noise  
Contact with hot or cold parts of plants  
**Injury due to plant malfunction or misuse**

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present
- ✓ Ensure material to be cut poses no hazard

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Ensure no person is endangered when operating plant
- ✓ Ensure the chuck and spindle mounting surfaces are clean before mounting chuck.
- ✓ Follow job specifications for the speed, feed and depth of the cut for the materials being turned. Make sure all work runs true and centred
- ✓ Check that the workpiece is clamped securely in the chuck or other appropriate holding device
- ✓ Adjust tool and tool rest so that they are slightly above the centre of work
- ✓ Remove chuck wrench immediately after adjusting chuck
- ✓ Use cutting fluid or coolant on the work piece and cutting tool where appropriate
- ✓ Avoid reaching across the rotating chuck or work piece when you are filing or burnishing
- ✓ Keep hands clear of metal shavings and rotating chuck and/or work piece
- ✓ Avoid letting swarf build up on the tool or job. Stop the machine and remove it

- ✓ Before making adjustments or measurements bring plant to a complete standstill and isolate

### ENDING OPERATIONS

- ✓ Switch off plant when work completed
- ✓ Reset all guards to a fully closed position
- ✓ Allow plant to cool before performing any maintenance or cleaning
- ✓ Ensure plant is in good working order and left in a safe, clean and tidy state

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not try to lift chucks, face plates or work pieces that are too heavy for you
- ✗ Do not leave plant running unattended
- ✗ Do not touch the metal pieces with your hands as they may cut or burn you
- ✗ Do not attempt to slow or stop the chuck or revolving work by hand
- ✗ Do not continue if chatter is apparent. Take measures to stop it such as; increase rigidity, reduce speed, increase feed rate, change tool geometry
- ✗ Do not put tools or equipment on the bed or side
- ✗ Do not use files or sandpaper on plant
- ✗ Do not use compressed air to clean plant
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

\*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.