

SOP - Milling Machine

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



Hand protection must be worn

POTENTIAL HAZARDS AND RISKS

- ⓘ Entanglement**
Entanglement in moving parts
- ⓘ Crushing**
Crushing due to being trapped between plant and fixed structure
- ⓘ Struck by Moving Object**
Struck by moving object due to work pieces being ejected
- ⓘ Cutting, Stabbing or Puncturing**
Injury from sharp or flying object
Injury from contact with moving parts
Injury from work pieces being ejected
- ⓘ Explosion**
Explosion of gases, vapours or liquids
- ⓘ Electrical Shock or Burn**
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- ⓘ Slip, Trips, Falls**
Slip, trip, fall due to workspace and walkways not being made clear
- ⓘ Other**
Contact with hot or cold parts of plants
Hearing damage from excessive noise
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
- ✓ The milling machine bed should be free of all material and tools
- ✓ The work area should be clean and free of scrap and other obstacles
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure to use the correct milling cutter
- ✓ Check that the speed of the milling machine is correct for the cutter
- ✓ Check power lead is in good working order and does not create a trip hazard

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Ensure the work piece is securely clamped or bolted to the machine table
- ✓ Always make sure that the cutting tool is sharp, at the correct height and has the proper clearance
- ✓ Stop the milling machine if any strange noises or vibrations are noticed
- ✓ Chips should be removed from the workpiece with an appropriate rake and a brush

- ✓ Before making adjustments and checking measurements bring plant to a complete standstill and isolate
- ✓ Stop plant every time the cutter is not cutting or not being used

ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance or cleaning
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not use dull or damaged cutters
- ✗ Do not leave plant running unattended.
- ✗ Do not make contact with the revolving cutter
- ✗ Do not change feeds or speeds while the milling machine is in operation
- ✗ Do not make heavy cuts or use the rapid feed when milling as it can cause the cutter to break. The flying pieces could cause injury. Always refer to speed and feed tables
- ✗ Do not modify or alter this equipment in any way
- ✗ Do not place anything on the milling machine table
- ✗ 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.