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| Fixed Static Plant_SOP  **HORIZONTAL SINGLE SPINDLE BORER** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| Hearing Protection circle**Prohibition circle**Hearing protection must be worn when noise levels are excessive. | Dust mask signA mask must be worn when excessive airborne dust is created. |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check that you have a suitable safe work area.**
2. **Check that the operator has all appropriate PPE and that it is used correctly.**
3. **Examine the boring head, chuck, work table and clamping devices for obvious damage.**
4. **Ensure that all power is off prior to adjusting machine or fitting a cutter/drill bit.**
5. **Plan your process to avoid unnecessary duplication and machinery adjustments.**

OPERATIONAL SAFETY CHECKS

1. **Examine the material to be bored and see that it is clear of knots in the area of drilling.**
2. **Ensure the material is secure and well supported by the clamping devices on the machine.**
3. **Check the cutter/drill bit is sharp and well maintained/**
4. **NEVER leave the key in the chuck. Always remove the key from the chuck immediately after securing or removing the cutter/drill.**
5. **Check the cutter/drill bit is clear of the work surface before turning the machine on.**
6. **Keep hands away from cutter/drill at all times.**
7. **When setting both sideways and up and down positioning of the work surface, make sure the appropriate locks are engaged so the work piece doesn’t move.**
8. **For deeper holes, back the cutter/drill bit out frequently to clear the build-up of waste.**
9. **Do not apply excessive force to the boring or drilling process.**
10. **Do not allow waste to accumulate in the area around the machine or on the work surface.**
11. **If the cutting/drill bit jams or breaks stop immediately and report it to the teacher.**
12. **Take care when removing the cutter/drill as the flutes are extremely sharp.**
13. **On completion, clean down the work surface and turn the power off.**

HOUSEKEEPING

1. **Return this equipment to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

## ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Burns

## ◼ Ejected waste ◼ Dust ◼ Eye injuries

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| **Date of last review** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |