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| Fixed Static Plant_SOP  **MILLING MACHINE** | |
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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. | ApronCoveralls, protective clothing or an apron is recommended. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | GlovesGloves must not be worn when operating this machinery. |

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

1. **Ensure no slip/trip hazards are present in workspaces and walkways.**
2. **Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop.**
3. **Do not leave equipment on top of the machine.**
4. **Check that machine guards are in position.**
5. **Ensure cutter is in good condition and securely mounted.**
6. **Check coolant delivery system to allow for sufficient flow of coolant.**
7. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

1. **Keep clear of moving machine parts.**
2. **Never leave the machine running unattended.**
3. **Follow correct clamping procedures – keep overhangs as small as possible and check work piece is secure.**
4. **Set the correct speed to suit the cutter diameter, the depth of cut and the material.**
5. **Before making adjustments and measurements or before cleaning swarf accumulations switch off and bring the machine to a complete standstill.**

#### HOUSEKEEPING

1. **Switch off the machine.**
2. **Remove milling cutters and store them safely.**
3. **Leave the machine and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Moving components ◼ Entanglement ◼ Eye injury ◼ Sharp cutters**

**◼ Metal splinters and burrs ◼ Flying debris ◼ Skin irritation**

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