

Metal Milling Machine Operations – Safe Work Procedure

Purpose: To provide SD 64 staff, with a list of procedures to ensure they are protected against potential hazards associated with Metal Milling Machine Operations.

Hazards: Work involving fine metal filings, airborne dust and potential inhalation hazards inherent to Metal Working processes. Hazards include pinch, crush, inhalation, and struck by flying debris or objects.

WARNING: DO NOT use this machine unless you have been trained in its safe use and operation. Failure to comply could result in severe injury.

General Safety

- Never start work without proper authorization & training.
- **Personal Protective Equipment (PPE):** eye protection, including protective glasses or goggles, hearing protection (when equipment is in use) and long pants. Hearing protection can include earmuffs or ear plugs based on the sound level.
- Tie back hair, no loose clothing and no jewelry should be worn.
- **Wear gloves when handling milling cutters only.**
- **When in operation do not wear gloves in or around the revolving milling cutter.**

Before METAL MILLING MACHINE OPERATIONS

- Ensure workspaces, table, and walkways are free and clear of clutter and debris.
- Make sure guards are present, installed and working.
- Ensure work is properly secured in place.
- Make sure bolts that are used to hold down work clear the tools in operation.
- Ensure table stops, tooling and supported pieces are properly tightened in position.
- Locate and be aware of the operation of the ON/OFF switch or E-stop.
- Disconnect power supply before changing or adjusting tools and equipment.
- Make sure the guards operate as required.
- Remove all adjusting keys, wrenches and tools used in the setup from the work area.

During METAL MILLING MACHINE OPERATIONS

- Ensure that work is secure.
- Keep all covers and guards on the machine when it is on and in operation.
- Keep hands away from all rotating cutters.
- Keep all hands, fingers and body parts away from the revolving milling cutter.
- Use the correct cutting fluids.
- Allow motor to reach full speed before starting the milling processes.
- If you need to stop the milling machine, shut down the machine using the brake after power has been turned off.
- Do not leave machine running while unattended.
- Shut OFF the power supply to the motor and allow rotation to stop before mounting/removing accessories.

After METAL MILLING MACHINE OPERATIONS have been completed

- Collect all waste/debris and place in appropriate containers.
- Inspect equipment to ensure no damage has occurred, guards and other devices are in good condition and in place. Record any damage as per the Technology Education Safety Manual.
- If equipment is damaged or inoperable follow lockout procedures.

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