# Safe Work Procedure

**Process/Equipment:** Milling Machine  
**Location:** Engineering Workshop Bld.6

**Procedure Developed by:** M. Grantham  
**Approved by:** R. Marshall  
**Date:** 29.1.2007

**Referenced UOW Guidelines, legislation, codes of practice, Australian Standards etc:**
- UOW OH&S Policy
- Occupational Health & Safety act 2000
- Occupational Health & Safety Regulations 2001
- AS/NZS 1336: 1997 Occupational Eye Protection
- AS/NZS 2210.1: 1994 Occupational Protective Footwear
- AS/NZS 2161: 2000 Occupational Protective Gloves

**Personal Protective Equipment Required** *(Check the box for required PPE):*

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<tr>
<th>Icon</th>
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<th><strong>Controls</strong> <em>(What can be done to minimise the risk of injury)</em></th>
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| 1.              | Trained in use of machine                 | Misuse & or injury               | High                           | SPECIAL NOTE:  
All personnel operating this machinery are to be qualified machinist's or are trained & authorised for the use of this machine |
| 2.              | Provide necessary PPE                     | Eye penetration, Foot crush, Body caught in rotating parts of machine, Burns (hot swarf), Sharp Edges of material | High                           | Follow all UOW workshop rules at all times  
Safety glasses are to be worn at all times whilst in the workshop  
Foot protection must be worn when working in the workshop  
Long hair must be tied back & contained  
Shirt sleeves are to be securely buttoned  
Ties or other loose clothing are to be contained |
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| 3.          | Ensure machine and tooling is clean & ready for use | Swarf buildup  
Lubrication system empty and not operating  
Cutting tool loose or blunt  
Guards missing or damaged  
Slip or fall near machine | High | Secure all hanging jewelry  
Wear gloves when handling material  
Ensure table is cleaned down prior to use and at the end of machining process.  
Check lube system is filled and operating prior to start-up of machine  
Ensure tools are sharp & firmly secured  
Check guards are available, in good condition & useable  
Check grease & oil levels  
Ensure floor around machine is clean and mattting is in place  
Check for any damage to machine and report any faults to workshop supervisor |
| 4.          | Test run machine and check for damage and smooth operation prior to commence cutting | Machine is damaged, running rough or unbalanced  
Unreported fault from previous use  
Workpiece not clamped properly | High | Check all machine functions operating satisfactorily and machine runs smoothly. eg.table slides, spindle clamps, brake etc.  
Correct any significant faults prior to use  
Report any damage or faults to workshop supervisor immediately  
Place “Out of Service” tags on machine if faults cannot be immediately corrected  
Ensure job is securely clamped on table before starting machine  
Ensure cutting tool is tightly clamped in chuck or collet  
Select correct speed and feed rates for material being machined |
| 5.          | Machine workpiece | Manual handling strain  
Eye penetration  
Struck by  
Laceration and/or burn  
Machine overload | High | PPE as per step 2. whilst operating machine  
Seek assistance and or lifting devices to handle heavy or awkward work pieces  
Keep hands and body away from all moving parts  
Ensure job is clamped securely and small items are removed and correctly positioned while machining  
DO NOT operate machine beyond it's cutting capacity causing overloading and overheating to tools and workpiece  
Beware of flying hot/sharp swarf, sharp edges and hot workpiece |
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| 6.          | Remove workpiece, clean & isolate machine | Manual handling strain  
Eye penetration  
Cuts and burns  
Crush injury - Falling workpiece  
Working alone in workshop | High | Exercise caution when handling workpiece and use  
PPE as stated in step 2.  
Use lifting devices where possible  
Store all equipment in designated areas  
Clean machine after use  
Inspect machine and tooling for any damage or faults & report to workshop supervisor immediately  
NOTE: Working alone is not permitted after normal workshop operating hours 7:30am to 4:00pm |