










DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

Personal Protective Equipment and Clothing

-  Safety glasses must be worn at all times in addition to a full face shield.
-  Long and loose hair must be contained.
-  Respiratory protection devices may be required.
-  Sturdy footwear with rubber soles must be worn.
-  Rings and jewellery must not be worn.
-  Hearing protection may be required when cutting thick material.
-  Close fitting/protective clothing must be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty; attach an "Out of Use" sign to the lathe and inform a Lead Maker.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the workpiece has been suitably prepared for the lathe operation.
- ✓ Ensure that the lathe speed is set to the minimum before mounting any workpiece, faceplate, chuck or drive centre to the spindle.
- ✓ Workpiece must be securely fastened to face plate, chuck or between centres.
- ✓ Adjust speed to suit the diameter of the work and turning operation; remember that larger workpieces will have a faster travelling work surface than smaller pieces.
- ✓ Rotate the workpiece by hand to check clearance between tool rest and bed.
- ✓ Ensure that the tool rest is set to the appropriate height and distance from the workpiece for the type of tool and cut you will be making.
- ✓ Ensure the cutting tools are sharp and in good condition.
- ✓ Start the dust extraction unit before using the machine for any sanding process or when using dried timber.

OPERATIONAL SAFETY CHECKS

- ✓ Only one person may operate this machine at any one time.
- ✓ Before making adjustments, switch off and allow the machine to come to a complete standstill; DO NOT attempt to slow the workpiece with your hand.
- ✓ Keep the tool rest adjusted close to the work and at the correct height.
- ✓ Adjust speed to suit the diameter of the work and turning operation.
- ✓ Stop the lathe and remove all tool rests before sanding.
- ✓ Wherever possible use a wet sanding technique in order to reduce the production of harmful dust. Show consideration for other users in the space and ask if they are happy for you to sand. All persons in the space will be required to wear dust masks.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed and return it to the minimum speed setting.
- ✓ Return all chisels and other tools to racks.
- ✓ Remove all tool-rests and place in rack.
- ✓ Leave the machine in a safe, clean and tidy state.
- ✓ Clean away all shavings from around the lathe and place them in the shavings pile in the Yard.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment to a Lead Maker after isolating the lathe and attaching an "Out of Use" sign.
- ✗ Never leave the machine running unattended.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Eye injuries from flying debris or defective timber.
- ⓘ Impact injuries to face, head and body from improperly mounted workpieces coming loose.
- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Airborne dust.
- ⓘ Hand entrapment injuries between workpiece of the lathe bed.
- ⓘ Hand impact injuries from rotation of workpiece and tool catches.
- ⓘ Entrapment injuries to hands and arms between workpiece and tool rest.

DANGER ZONES

- ⊘ Between the tool rest and the workpiece – keep fingers and hands clear of this area.
- ⊘ Between the workpiece and the lathe bed – keep hands and arms clear of this area.
- ⊘ At the chuck jaws – keep fingers, hands and arms clear of this area.

This Standard Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-induction on the safe use of the equipment; this may incur a charge of £10 for each induction.

A*	For use by Lead Makers and trained staff only. Use by anyone else is strictly prohibited.	A	For use by adult members (18+) who have received and signed the specific induction package. No Lone Working 12+ permitted with Lead Maker supervision.
B	For use by adult members (16+) who have received and signed the specific induction package. Lone Working Permitted.	C	For use by all members (6+) under the supervision of adult members/Lead Makers who have received and signed the specific induction package. Adult Lone Working Permitted