

 <b>DALHOUSIE UNIVERSITY</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Facilities Management</b> <b>Metal Lathes</b> <b>Safe Work Instructions</b>	<b>Service:</b> Trades Services <b>Shop:</b> Mechanical - Welding	
<b>Hazards Identified:</b>  Entanglement, slippery floor, sharp objects, flying objects / projectiles, inadequate maintenance, dull cutting tools, improper set-up,		
<b>Personal Protective Equipment Required:</b>  Safety boots, safety gloves, safety goggles and face shield,		
<b>Training Required:</b>  Before using this type of equipment employees must be properly trained by a competent person in its proper use. The operator's manual must be understood and followed by the operator at all times and reviewed regularly.  Employees must be trained in the proper use of all required PPE before operating this equipment.		

These safe work practices must be followed at all times when using this equipment.

1. Always follow the manufacturer's instructions for proper use of this equipment.
2. Do not use this equipment for anything other than its intended / designed purpose.
3. Do not tamper with or attempt to modify this equipment in any way.
4. Do not use this equipment unless you have been properly trained.

5. Ensure that the area around the lathe is clean and unobstructed before being each job.
6. Do not operate this equipment without the required PPE.
7. Always use a safety mat.
8. Do not wear rings, watches or dangling jewelry when operating a lathe.
9. Keep long hair gathered and tucked under a safety hat.
10. Do not wear loose fitting clothing, make sure sleeves are buttoned or rolled up above your elbows.
11. Ensure that all guards are properly set up.
12. Ensure the metal being lathed is properly secured and clamped in place.
13. Ensure that all cutting tools are sharp.
14. Always remove chuck keys before starting to work.
15. Protect the ways with a block of wood before removing or installing a chuck.
16. Always take extra care when handling heavy chucks.
17. Always remove tools or other items from the lathe ways before starting to work.
18. Always use care when handling sharp cutters, centers and drills.
19. Always stop the lathe in order to make adjustments.
20. Do not change spindle speeds until the lathe has been brought to a complete stop.
21. Do not attempt to stop a spinning chuck by hand, always allow it to come to rest by itself.
22. Clean the lathe regularly during use to prevent a buildup of swarf.  
ENSURE the lathe is stopped before cleaning.
23. Use a brush or pliers to remove metal chips or swarf from the lathe, never use your bare hands.

24. Make sure you know where the emergency stop is located and that you can reach it from your operating position.
25. Do not lean on the lathe while it is operating.
26. Do not lay tools on the lathe ways.
27. Use a separate table for tools or if they must be placed on the ways protect the lathe ways with a piece of wood.
28. Keep any overhang of tools as short as possible.
29. Do not attempt to do measurements of work pieces while they are turning.
30. Do not make excessively deep individual cuts, make several cuts.
31. Always use files with a proper handle if you are going to file lathe work.
32. File left handed if possible.
33. Always protect the surface of the lathe ways when grinding or filing.
34. Always use two hands when sanding a work piece.
35. Do not attempt to wrap sand paper or emory cloth around the work piece when sanding.
36. Do not leave the lathe unattended while it is ON.
37. Always close guards when the lathe is not in use.
38. Turn the power switch to the OFF position and unplug or shut off power to the lathe when it is not in use.