

## Work Health and Safety: Safe Work Practice: Garden & Maintenance Lathe Operation

 Risks	Risk Level	Risk Controls
Damage to ears from noise of equipment	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Restrict clients, animals and public from work area. <input checked="" type="checkbox"/> Ear protection to be worn by workers.
Damage to eyes and other parts of body from particles by use of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Only operate equipment in adequately ventilated area <input checked="" type="checkbox"/> Do not mount a split work piece or one containing knots. <input checked="" type="checkbox"/> Wear personal protective equipment <input checked="" type="checkbox"/> First aid kit for prompt treatment of injuries.
Damage to body from sharp/moving parts of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Only competent workers to operate equipment <input checked="" type="checkbox"/> Wear personal protective equipment <input checked="" type="checkbox"/> Keep your hands away from the sharp/moving parts <input checked="" type="checkbox"/> All belts and pulleys must be guarded. <input checked="" type="checkbox"/> If frayed belts or pulleys are observed, the lathe must be taken out of service and belts or pulleys replaced. <input checked="" type="checkbox"/> Minimise distractions, e.g., if necessary turn off TV, radio, noisy/unpredictable people <input checked="" type="checkbox"/> Never leave equipment unattended. <input checked="" type="checkbox"/> First aid kit for prompt treatment of injuries.
Manual handling injury from using the equipment	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Keep natural curves in back/neutral posture when operating equipment <input checked="" type="checkbox"/> Only properly sharpened drill bits and cutting tools in good condition should be used. Dull drill bits and chipped or broken cutting tools must be removed from service. <input checked="" type="checkbox"/> Rotate your tasks throughout the day and take frequent rest breaks to give your body a rest. <input checked="" type="checkbox"/> Operator to hold/use equipment as designed
Electric shock	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> Only use if equipment and its cord are in good condition <input checked="" type="checkbox"/> Ensure power cord is not in power point when cleaning/preparing equipment <input checked="" type="checkbox"/> Ensure hands are dry when touching electrical equipment/switches
Injury to worker from hazards in the setting	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Worker to assess environment and remove or isolate potential slip, trip and other hazards. <input checked="" type="checkbox"/> First aid kit for prompt treatment of injuries.
Damage to the equipment	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Take care when moving the equipment <input checked="" type="checkbox"/> Store manufacturer's manual in same location as equipment <input checked="" type="checkbox"/> Ensure regular maintenance of equipment
Vibration (white finger) injury from moving or using the equipment	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Worker to alternate use of different equipment between one job to the next. <input checked="" type="checkbox"/> Worker to only use one type of equipment for 30 minutes before having a break.

**Equipment required:**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Lathe, Manufacturer’s instruction manual  <b>Personal Protective Equipment required:</b> ear protection, eye protection, dust mask, and if necessary hair net	

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other’s behaviour</b>
Preparation	<ol style="list-style-type: none"> <li>1. Ensure you are familiar with the manufacturer’s instructions for use of the equipment</li> <li>2. Make sure the equipment is the right tool for the task at hand.</li> <li>3. Ensure wood is properly secured with the correct sized clamp in the lathe.</li> <li>4. Ensure the cutting tool will not run into the chuck or lathe dog. If possible, feed away from the chuck or dogs.</li> <li>5. Ensure the spindle work has the cup center embedded; tail, stock and tool rests are securely clamped; and there is proper clearance for the rotating stock.</li> <li>6. Ensure that small diameter stock does not project too far from the chuck without support from the tail stock center.</li> <li>7. Check that drill bits and cutting tools are in good condition should be used.</li> <li>8. Apply personal protective equipment</li> </ol>	
Operation	<ol style="list-style-type: none"> <li>1. When roughing stock, do not force the tool in the work piece or take too big a cut.</li> <li>2. Never leave the key in the chuck. Do not let go of the key until it is free of the chuck and secured in its proper holding place.</li> <li>3. Select turning speed carefully. Large diameter stock must be turned at a very low speed. Always use the lowest speed to rough out the stock prior to final machining.</li> <li>4. Stop the machine before making adjustments or measurements.</li> <li>5. Do not remove wood chips from the table or stock by hand. Use a brush or other tool to properly remove chips or shavings from the table or stock.</li> <li>6. Never attempt to run the chuck on or off the spindle head by engaging the power.</li> <li>7. Do not stop the rotation of the chuck by reversing the power to the lathe unless tapping holes.</li> <li>8. Do not leave tools, bits or excess pieces of stock on the lathe bed.</li> </ol>	There should be no unauthorised/other people are not in the way or likely to be distracting.

	<ol style="list-style-type: none"> <li>9. Stop the machine immediately if odd noise or excessive vibration occurs.</li> <li>10. When an operator has finished working on the lathe, and before leaving the lathe for any reason, the power must be shut off and the machine must come to a complete stop.</li> </ol>	
Completion	<ol style="list-style-type: none"> <li>1. Disconnect the lathe from power source when finished work or making repairs or cleaning.</li> <li>2. When an operator observes an unsafe condition with the lathe or stock being worked, the operator must report it immediately and the lathe shall be taken out of service until the problem has been corrected.</li> </ol>	

**As at 22/03/2016 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Social Support (Dementia Monitoring)	Volunteer
Social Support (Dementia Monitoring)	Community Care/Activity Assistant

Date for review of safe work practice: **March 2019 (or if injury or changes require)**

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## COMPETENCY ASSESSMENT

### Lathe Operation

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

To use a lathe without injury

**Knowledge required:**

Worker must have read manufacturer’s manual for this equipment

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
1. Ensures familiarity with the manufacturer’s instructions for use of the equipment		
2. Makes sure the equipment is the right tool for the task at hand.		
3. Ensures wood is properly secured with the correct sized clamp in the lathe.		
4. Ensures the cutting tool will not run into the chuck or lathe dog. If possible, feed away from the chuck or dogs.		
5. Ensures the spindle work has the cup center embedded; tail, stock and tool rests are securely clamped; and there is proper clearance for the rotating stock.		
6. Ensures that small diameter stock does not project too far from the chuck without support from the tail stock center.		
7. Checks that drill bits and cutting tools are in good condition should be used.		
8. Applies personal protective equipment		
<b>Operation</b>		
1. When roughing stock, does not force the tool in the work piece or take too big a cut.		
2. Never leaves the key in the chuck. Does not let go of the key until it is free of the chuck and secured in its proper holding place.		
3. Selects turning speed carefully. Large diameter stock must be turned at a very low speed. Always uses the lowest speed to rough out the stock prior to final machining.		
4. Stops the machine before making adjustments or measurements.		
5. Does not remove wood chips from the table or stock by hand. Uses a brush or other tool to properly remove chips or shavings from the table or stock.		
6. Never attempts to run the chuck on or off the spindle head by engaging the power.		

7. Does not stop the rotation of the chuck by reversing the power to the lathe unless tapping holes.		
8. Does not leave tools, bits or excess pieces of stock on the lathe bed.		
9. Stops the machine immediately if odd noise or excessive vibration occurs.		
10. When an operator has finished working on the lathe, and before leaving the lathe for any reason, the power must be shut off and the machine must come to a complete stop.		
<b>Completion</b>		
1. Disconnects the lathe from power source when finished work or making repairs or cleaning.		
2. When an operator observes an unsafe condition with the lathe or stock being worked, the operator must report it immediately and the lathe shall be taken out of service until the problem has been corrected.		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: \_\_\_\_\_

Signature of employee..... Date.....

Signature of assessor ..... Date.....