

## Safe System of Work OPERATING AND SAFETY INSTRUCTION FOR LATHES

Name: ..... Training Date:.....

	Instruction	Understood ✓ or X
1	Explained what safety equipment is required to use this machine	
2	Explained why safety equipment is to be used on this machine	
3	Explained why loose clothing or ties are not be worn	
4	Shown where and how to use main machine isolator	
5	Shown where and how to turn the machine on and <b>off</b>	
6	Shown how the Chuck rotates and the jaws protruding	
7	Explained where NOT to put hands / Fingers etc	
8	Shown how to change speeds and direction when it would be required.	
9	Shown how to change feeds and feed direction.	
10	Explained how to insert tools and drill bits etc.	
11	Explained how put work in the chuck.	
12	Explained how not to use your hands to stop the chuck.	
13	Explained how not to grab hold of the swarf	
14	Reiterated the importance of wearing goggles	
15	Reiterated the importance of wearing gloves when handling swarf.	
16	Explained how the machine must be cleaned down after use.	
17	Explained how the machine bed is to be oiled	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name: .....

Signed: ..... Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name: .....(Authorised Trainer)

Signed ..... Date: .....