

Safe Work Procedure: Using a Milling Machine

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance	Workplace Safety and Health Committee	Nov.15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Low
Forceful exertions - lifting metal materials	Medium
Sharp points/edges - cuts, amputations	Medium
Moving machinery - saw blade, teeth	High
Electrical	Low
Noise - cutting operation	Medium
Other - clothing getting caught in machinery	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Eye protection • Hearing protection • Safety footwear • Do not wear anything dangling, such as hood strings or other dangling clothing or jewelry 	<ul style="list-style-type: none"> • Injury prevention orientation • Lift/manual materials handling training • Operators manual • On-the-Job training

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

- Ensure any loose-fitting clothing and long hair is tucked in or tied back appropriately.
- Pre-inspect milling machine for possible defects before using. Check electrical cords, switches, guards, and adjustment locks.
- Obtain material. When lifting materials, try to keep your back straight and keep the load close to your body to reduce stress on your back. Bend your hips and knees rather than bending at the waist. Avoid twisting your back: instead, take small steps to turn. Place the material on the platform.
- Adjust the machine for the desired cut and tighten all components, including tooling inserts, draw bars, and the work piece or fixture.
- Put on eye and hearing protection.

- When cutting, stand away to avoid any chips that may be flung.
- **When cutting is complete, disengage crank handles. Failure to do this can cause the handles to spin very fast during rapid traversing, and this could cause serious injury if the handles make contact with an individual.**
- Never rapid transverse table to the end of stroke. This can jam the lead screw.
- Remove vice handle.