



**PPE Required: Safety Glasses, Face Shield**

**Prohibited Clothing:** gloves, loose clothing, neckties, jewelry

**Machine Access Level: Supervised Only**

**Materials Allowed: Wood only**

Note: For all other materials see the AFL supervisor!

## Operating Procedure

### 1. Machine Safety Inspection and Work Area Check-Out

- A. **PPE:** Make sure you are wearing the proper PPE and not wearing any equipment listed on the first page that could create a hazard.
- B. **Machine Warning Signs:** Make sure you read and follow the machine warning signs that are attached to the machine. If you have any questions, ASK!!
- C. **Work Area:** Make sure the area is clean and free and clear of debris and personnel.

### 2. Work Supervision

- A. This machine requires supervision by an AFL employee. A Supervisor or TA will assist you in the set-up and operation of the machine. **You may not operate this machine without supervision.**

### 3. Machine Adjustment

- A. **Note:** The machine adjustment is usually done with the machine ON.
- B. **Select tools:** Select the correct tools for the application. The TA will help you choose the tools for your specific project.
- C. **Secure the part:** There are various ways to hold the part in the machine safely. Consult with the TA about the best option for your project.
- D. **Adjust speeds:** Adjust the speeds for the material and tool that you are using. The TA will assist you with this step.
- E. **Identify the machine controls:** Identify the RED EMERGENCY STOP BUTTON; this will stop the machine in case of an emergency. Identify the POWER SWITCH, this will start the machine.

### 4. Machine Operation

- A. **Choose the machining method:** You can only manually run the part on this machine. The TA will assist you with this step.
- B. **Set up and operation:** The TA will assist you with setting up and operating the machine.
- C. **Safely run the part:** Run the part. The TA will assist you with this step.
- D. **Stop the machine:** When finished, push the red stop button to stop the machine. Let all moving parts come to a stop before reaching into the machine. **Never touch a moving tool, or spindle!**
- E. **Remove the part:** Once the machine is stopped, you may check or remove your finished part. **Do not touch the material chips they may be sharp and/or hot.**

### 5. Clean Up

- A. **Disassemble work set-up:** Disassemble any fixturing used in the operation. Return all parts to their proper location and the appearance of the machine to how it looked when you started.
- B. **Clean up the area:** Clean up all messes, including cleaning the area surrounding the lathe with a broom and brush, sweeping the surrounding area, and returning all tools, etc. The TA will check that the area is clean before you can sign-out of the AFL.