

Safety Instructions for the use of Machine Tools

Personnel working in this workshop are required to follow the Safety Instructions stated below in order to prevent any accident that may occur.

1. Appropriate personal protective equipment (such as safety apron, safety shoes, and face shield) **MUST** be worn while operating the machine.
2. Long hair, neck tie, or hanging mobile phone **MUST** be tightened up.
3. Hand gloves should **NEVER** be used.
4. Workpiece and cutting tool **MUST** be properly clamped.
5. Chuck key **MUST** be removed from the chuck when not in use.
6. Make sure there is **NO** loosened part left on the machine table.
7. Make sure you know how to operate the machine before switching it on.
8. Machine guards **MUST** be put in position while operating.
9. Keep hands away from any rotating objects.
10. Cutters being used should be ground and in good condition.
11. Use correct cutting speed, feed rate, and depth of cut from time to time.
12. Spilled oil or cutting fluid on the floor **MUST** be wiped off immediately.
13. **NEVER** use hand file or emery cloth for finishing work on lathe.
14. Do not leave any running machine unattended.
15. In case of doubt, contact the Technician or Training Officer immediately.

For emergency please contact:

TC Lau, SW Ho, or CK Yim	(U401f, ext. 7613),
KH Kong	(W503c, ext. 7598),
Robert WM Tam	(W309f, ext. 7607), or

Security Office at 27667666
Health & Safety Office at 27667177
Emergency line 27667999

(For Safety Management purpose, students working in this workshop are required to sign in the Safety Log to ensure that he/she has read and understood the Safety Instructions of the shop)