OHS Machining Checklist for Machine Operator

Before using machinery

Machine operator must:

- Have received training by a competent person on how to safely operate machinery
- Check that the machinery they use is in sound working order
- Report immediately any problems to supervisor
- Use any safety devices, protective devices and any other methods used to make the machinery safe

Where there is a risk of entanglement with machinery, machine operator should:

- Tie long hair back close to the head
- Not wear loose clothing.

During manual or machine woodworking

Machine operator must:

- Keep hands and hair clear of rollers
- Keep hands away from all moving areas
- Watch out for items become entangled with moving parts or materials in motion
- Be careful around machine to avoid being struck by moving objects
- Report incidents or fault with equipment
- Wear the required personal protective equipment
  - Covered Shoes
  - Working gloves
  - Ear plugs
  - Safety goggles to protect eyes from flying particles
  - Dust mask (Adverse reactions may occur as a result of exposure to airborne sawdust usually associated with manual or machine woodworking)

After using machinery

Machine operators must:

- Make sure workplace is clean and tidy with an easy access for maintenance
Machine Operator is Responsible for

- Their own health and safety
- Not harming others through their actions or inaction
- Following any safe work procedures in place
- Identifying and reporting hazards and controlling them where possible
- Using all guarding
- Keeping their work areas clear, clean and tidy
- Wearing and using all protective equipment and clothing required
- Alerting their supervisor to any machinery faults or maintenance needs
- Telling their supervisor about any illness or condition that could limit their ability to work with machinery