

Title: Disc and Belt Sander

Issue Date: May 2016


CENTRAL OFFICE USE ONLY

Page Number: 1 of 2

Last Reviewed: May 2016

Next Review Date: May 2018

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Using a disc and belt sander
	<p>Potential Hazards: Harsh rapidly moving abrasive with potential to remove skin. Exposed moving parts and electrical hazard with the potential to cause harm through pinching, entanglement, impact and cutting, exposure to heat, noise, projectiles, sharp objects, friction and sparks.</p> <p>Important Notice: This SOP is intended as a reference guide to compliment Western Engineering's Shop Safety Training. This document by its self does not constitute shop/equipment training. Please visit OWL site: "Western Engineering Shop Training"</p>

Personal Protective Equipment (PPE) Required (Check the box for required PPE):

 Respirator /Dust Mask/ Ventilation	 Eye Protection	 Approved Footwear	 Employ Entanglement Precautions	 Protective Clothing must be close fitting
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Risk and Hazard Prevention:

- Entanglement – No loose Clothing, No Jewellery or accessories, Long Hair must be contained
- Use extraction system or dust mask to avoid inhalation of fumes and dusts
- Burns from hot material or abrasion after/during grinding

Safe Work Procedure Checklist:

1. PRE-Operation:

- Always begin by setting-up your work area safely to avoid the following:
 - Trip hazard, uncomfortable working conditions, electrical hazards, crowded work spaces (other students) and other dangerous situations
- Use in such a way that the extraction systems provided, remove dusts
- Ensure the disc and belt are not damaged. No missing, loose or frayed parts
- Ensure work tables are not more than 2-3mm away from abrasives - Avoid pinch points
- Plan your work to ensure free work piece movement and prevent interference
- Ensure appropriate guarding is in place
- Identify ON/OFF switch.
- Inspect General condition of working area

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2. Operation:

- Ensure all other students are clear of immediate work area (spark path)
- Keep fingers, hands and materials free from pinch points when machine is running
- Allow abrasive to reach speed (when starting) before slowly moving work piece toward disc/belt
- Use smooth, slow fluid motions. Never make abrupt fast movements
- Increase cutting/grinding/sanding force gradually
- Angle work to favour the direction of abrasive movement. Not against (See corresponding training video on Western Engineering OWL site: *"Engineering Shop Training"*)
- Use entire abrasive area when grinding to ensure even wear of belts and discs
- Turn machine off to make any adjustments. Unplug for maintenance (disc/belt changes)
- Ensure guarding is in place before re-starting grinder.

3. POST-Operation:

- Switch off sander before:
 - Removing waste material
 - Drying excess cooling water from any exposed metal surfaces
 - Brushing off sanding dusts
- Ensure disk and belt are still in good condition. If not notify the technician

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).

Name:	Title:	Contact Details:
Chris Vandelaar	Student Shop Manager	CMLP 1301 x 80281
UMS Technicians	UMS Technicians	TEB Rm. 50 x 88836

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use

Date of last review:

Signature: