

Title: Electric Hand 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 an Electric Hand Sander
	<p>Potential Hazards: Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and abrasion, exposure to heat, noise, projectiles, sharp objects, and friction.</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/ Extraction	Eye Protection	Employ Entanglement Precautions	Approved Footwear	Hearing Protection	Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Risk and Hazards 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
- Excess vibration – Wear thick gloves to absorb vibration and avoid prolonged use
- 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 only in designated area. Use screens or curtains to contain hazards
- Ensure the appropriate sanding disk/pad is correctly in place
- Work piece - Ensure work piece is securely clamped and is free of any loose portions which could damage sanding pad or disc
- Ensure appropriate guarding or dust catcher is in place on grinder
- Identify ON/OFF switch
- Inspect electrical cord

Title: Electric Hand Sander

Issue Date: May 2016

CENTRAL OFFICE USE ONLY

Page Number: 2 of 2

Last Reviewed: May 2016

Next Review Date: May 2018

2. Operation:

- Ensure all other students are clear of immediate work area
- Keep fingers, hands and cables free of sanding area
- Do not make adjustments while sander is running
- Grip tool firmly as these can be powerful machines
- Un-plug sander from wall/socket before changing the disk/pad or making adjustments.
- Allow sanding wheel/pad to reach working speed before applying to work piece. Increase working loads gradually. Never abruptly. Use smooth fluid motions
- Be aware of flying particulate. Aim debris away from self and other people as well as flammable materials. Stop if you see sparks
- Turn sander off when not in use
- Ensure machines have been isolated from power sources before being cleaned, adjusted, maintained or repaired.
- Un-plug when not in use

3. POST-Operation:

- Ensure pads/abrasives are still in good condition before putting away
- Store cord in such a way that it is not in contact with the grinding disc/pad
- Never carry any power tool by its cord

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: