

STANDARD OPERATING PROCEDURE

Belt & Disk Sander (Timber)

DO NOT use this machine unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Face shield must be worn at all times when operating this machine.



Safety footwear must be worn when operating this machine.



Rings and jewellery must not be worn when operating this machine.



Long and loose hair must be contained when operating this machine.



Close fitting/protective clothing must be worn when operating this machine.



Hearing protection must be used when operating this machine.



Gloves must not be worn when machine is operating. Machine to be at standstill if gloves required for manual operations.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 48960.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment connected with a plug and cord is fitted with a current electrical safety test tag..
4. Examine the power cord for damage.
5. Locate and ensure you are familiar with the operation of the ON/OFF starter and lockable E-Stop.
6. Check that all guards are in position.
7. Check sanding belt and disk for wear, tear, cracks, glazing and flaws. Discard faulty belts or disks.
8. Check the table is set not more than 2mm from disk.
9. Operator must be positioned out of direct line of abrasive belt at all times.
10. Ensure timber work piece is free from metal objects such as nails and screws.
11. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Only one person may operate this machine at any one time.
2. Never leave the machine running unattended.
3. When fitting new belt, check for correct direction of rotation and correct type for application.
4. Before making adjustments switch off and bring the machine to a complete standstill.
5. Ensure material to be finished is of correct size/shape and can be held safely during operation.
6. Allow machine to reach maximum revolutions before operating to avoid overloading.
7. Maintain a staggered stance with your weight on the back foot to prevent falling into the machine.
8. Always place material on the table on the downward side of the disk travel to hold it down on the table surface.
9. Hold material firmly against stops or table before applying pressure on abrasive.
10. Apply firm and even pressure without forcing material into the sanding belt.
11. Keep fingers clear of disk or belt while sanding.

HOUSEKEEPING

1. Switch off the equipment, engage E-stop and reset all guards to a fully closed position.
2. Return all tooling and fixtures to the correct storage location.
3. Leave the machine and work area in a safe, clean and tidy state.
4. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin
5. Clean face shield and hang on adjacent hook. Replace shield when visor becomes scratched.

POTENTIAL HAZARDS

- Belt 'run on' after switching off
- High noise levels
- Sharp edges
- Entanglement
- Splinters
- Eye injuries

FORBIDDEN

- Removal or modification of safety devices
- Distracting operator
- Using equipment with lapsed test tag

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.