

## STANDARD OPERATING PROCEDURE

# Oscillating Spindle Sander

**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.



Safety glasses must be worn when operating this equipment.



Safety footwear must be worn when operating this equipment.



Dust mask must be worn when operating this equipment.



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



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



Hearing protection must be used when operating this equipment.



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

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 36696.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and lockable E-Stop.
4. Be aware of other personnel in the immediate vicinity and ensure the area is clear before using equipment.
5. Check that the stand is level and adjust as required.
6. Check that the table has the correct insert ring.
7. Start the dust extraction unit before using the sander.
8. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. Check sanding sleeves for wear, tear, cracks and flaws. Discard faulty sleeves.
3. Ensure material to be sanded is of correct size/shape and can be held safely during operation.
4. Use a safe working posture (beware of entanglement).
5. Machine only stock which rests securely on the table.
6. Slowly move the work piece across the face of the spindle in a uniform manner.
7. Apply firm and even pressure without forcing material into the sanding sleeve.
8. Keep hands in sight and clear of all moving parts.
9. Never overreach — you may slip and fall into the machine.
10. Before making adjustments switch off the sander, bring the machine to a complete standstill and isolate the machine.
11. Report any worn sanding sleeves immediately for replacement.

### 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

### POTENTIAL HAZARDS

- Eye injuries
- Inhalation of dust particles
- Moving object kickback
- Contact with rotating sanding sleeve

### FORBIDDEN

- Attempting to sand very small items
- Distracting operator
- Wearing gloves when operating this machine
- Removal or modification of safety devices
- Sanding metal

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.