

STANDARD OPERATING PROCEDURE

Power Sander - Hand Held (Disk or Belt)

DO NOT use this equipment 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.



Particle mask or respirator to 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 worn 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 # 36710.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Check that all guards are in position, check that belts and discs are in good condition.
6. Attach dust bag or vacuum extractor to dust exhaust port.
7. Check material for faults or defects and embedded nails or screws.
8. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Never leave the sander running unattended.
2. Keep cords away from heat, oil, and sharp edges.
3. Always disconnect power sander when not in use, before servicing, cleaning or changing belt or disk
4. Secure work with clamps or a vice, freeing both hands to operate the equipment.
5. Keep your balance and proper footing when working, being careful not to overreach.
6. Do not start sander with sanding belt or disc touching the material. Allow the tool to reach full speed before starting to sand.
7. Don't carry the sander by the power cord, when disconnecting the sander don't yank the power cord.
8. Don't use sander in damp or wet locations.
9. When fitting new belt or disc, check for correct direction of rotation and type for application.
10. Never leave the tool switched on and turn the power off at the power source.
11. Before making adjustments switch off the sander and bring the machine to a complete standstill.
12. Do not place machine down until the sander has stopped rotating.

HOUSEKEEPING

1. Disconnect power sander and return all tooling and fixtures to the correct storage location.
2. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
3. Return surplus material to stock & dispose of dust bag & waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Sharp edges & burrs
- Flying debris/dust
- High noise levels
- Belt 'run on' after switching off
- Eye injuries
- Entanglement

FORBIDDEN

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

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.