

## STANDARD OPERATING PROCEDURE

# Electric & Pneumatic Rotary Tools

**DO NOT use this tool 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.



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



Covered footwear must be worn when operating this equipment.



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



Hearing protection must be worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.



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



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 # 2259.**
2. Ensure that Compressed Shop Air **UQ risk assessment task ID # 2128** has been read.
3. Check workspace and walkways to ensure no slip-hazards are present.
4. Check any electrically powered tool is fitted with a current Electrical Safety Test Tag.
5. Examine the power cord on electrically powered tool for damage.
6. Locate and ensure you are familiar with the operation of the ON/OFF switch.
7. Ensure the correct tool is selected for the job, used within its speed rating and is securely fitted to the chuck.
8. Follow correct clamping procedures to ensure work is secure.
9. Adjust spindle speed to suit drill or cutter diameter, grinding or sanding disk and material type.
10. Faulty equipment must not be used. Immediately report suspect equipment.

### OPERATIONAL SAFETY CHECKS

1. Never carry a power tool by the power cord or disconnect the tool by yanking the power cord.
2. Never leave the machine running unattended.
3. Before making adjustments or before cleaning swarf accumulations, bring the machine to a complete standstill and switch off the equipment at both the ON/OFF switch and, for electrically powered tools, at the wall socket.
4. Ensure that the work piece is securely clamped whilst working.
5. Never start the tool while engaged in or on the material.
6. Use a safe working posture (beware of hair or clothing catching).

### HOUSEKEEPING

1. Switch off the machine and unplug.
2. Return all tooling and fixtures to the correct storage location.
3. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
4. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

### POTENTIAL HAZARDS

- Hair/clothing entanglement - rotating spindle/tool
- Eye injuries
- Tool biting into material and snatching back
- Inhalation of fumes and dust particles
- Electric Shock
- Flying swarf/chips
- Sharp edges & burrs
- Movement of work piece
- Burns from hot materials or friction
- High noise levels

### FORBIDDEN

- Distracting operator
- Drilling non-flat surfaces
- Using electrical equipment with lapsed test tag
- Manually clamping small work pieces
- 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.