

## STANDARD OPERATING PROCEDURE

# Rotary Buff & Wire Wheel

**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 equipment.



Safety footwear must be worn when operating this equipment.



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



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



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



Close fitting/protective clothing must 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 # 36540.**
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. Check that all guards are in position.
5. Prior to installation of a buffing wheel or wire wheel, examine the product for defects or damage.
6. Gloves should not be worn due to risk of entanglement.
7. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. Stand to the side of the wheels when starting up.
3. Let the wheels gain maximum speed before starting to buff.
4. Do not bend down near machine whilst it is running.
5. Use the front of the wheel only.
6. Work only below the centre of the spindle.
7. Small objects must not be held by hand and instead must be securely supported by vice grips or a similar device.
8. Steel/brass wire wheels will lose wires during use, which will be flung from wheel at high velocity. Where possible, adopt a stance to one side of the wheel to minimise being struck by broken wires.
9. Never force the work piece against a buff or wire wheel.
10. Slowly move the work piece across the face of the wheel in a uniform manner.

### HOUSEKEEPING

1. Switch off the equipment, engage E-stop and reset all guards to a fully closed position.
2. Clean face shield and hang on adjacent hook. Replace shield when visor becomes scratched.
3. Leave the machine and work area in a safe, clean and tidy state.

### POTENTIAL HAZARDS

- Sharp edges & burrs
- Manual handling objects
- Wheels 'run on' after switching off
- Flying debris
- Eye injuries
- Noise exposure
- Entanglement

### FORBIDDEN

- Removal or modification of safety devices
- Holding work piece with gloves, cloth, apron or non-locking pliers
- Distracting operator

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.