

STANDARD OPERATING PROCEDURE

Pedestal Grinder

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 grinding.



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



Safety footwear must be worn when operating this equipment.



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



Rings and jewellery must not 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.



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 # 2051.**
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. Ensure that the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
7. Check that wheels are running true and are not glazed, damaged or loaded in any way.
8. Faulty equipment must not be used. Immediately report any suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. Stand to the side of the wheels when starting up.
3. Maintain a staggered stance with your weight on the back foot to prevent falling into the machine.
4. Let the wheels gain maximum speed before starting to grind.
5. Do not grind on the side of the wheel.
6. Small objects must not be held by hand. Where necessary, hold small items securely with vice grips.
7. Do not bend down near the machine whilst it is running.
8. Never force the work piece against a wheel.
9. Slowly move the work piece across the face of the wheel in a uniform manner.
10. Do not touch the work piece immediately after grinding operation as it may be extremely hot.

HOUSEKEEPING

1. Switch off the equipment and engage E-stop.
2. Leave the machine and work area in a safe, clean and tidy state after job is completed.
3. Clean face shield and hang on adjacent hook. Replace shield when visor becomes scratched.

POTENTIAL HAZARDS

- Sparks
- Hot Metal
- Wheels 'run on' after switching off.
- Entanglement
- Sharp edges and burrs
- High noise levels
- Eye injuries

FORBIDDEN

- Removal or modification of safety devices
- Using equipment with a lapsed test tag
- Work piece must never be held with gloves, cloth, apron or pliers
- Distracting operator
- Grinding non-ferrous metals

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.