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| **SAFE OPERATING PROCEDURE**  **ROTARY TOOLS** | | |
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| **DO NOT** use this equipment unless you have completed the induction and a supervisor has given you permission | | |
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|  | Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
|  | Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
|  | **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | **Gloves**DO NOT wear gloves when operating this sanding machine. |

Faulty equipment must not be used. Immediately report suspect equipment

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check the work area and walkways to ensure there are no slip/trip hazards present.**
2. **Examine the power cord on electrically powered tool for damage**
3. **Locate and ensure you are familiar with the operation of the ON/OFF switch.**
4. **Ensure the correct tool is selected for the job, used within its speed rating and is securely fitted to the chuck**
5. **Follow correct clamping procedures to ensure work is secure.**
6. **Adjust spindle speed to suit drill or cutter diameter, grinding or sanding disk and material type.**

OPERATIONAL SAFETY CHECKS

1. **Never carry a power tool by the power cord or disconnect the tool by yanking the power cord.**
2. **Allow machine to reach maximum revolutions before operating to avoid overloading.**
3. **NEVER attempt to sand very small items, lift or tilt the material while sanding.**
4. **Never leave the machine running unattended.**
5. **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 at the wall socket.**
6. **Ensure that the work piece is securely clamped whilst working.**
7. **Never start the tool while engaged in or on the material.**
8. **Use a safe working posture (beware of hair or clothing catching).**

HOUSEKEEPING

**1. Switch off the machine and leave the floor area in a safe, clean and tidy state.**

**2. Make sure good housekeeping practices are in place to minimise dust/waste build-up.**

POTENTIAL HAZARDS

#### ◼ Hair/clothing entanglement ◼ High noise levels ◼ Ejected waste ◼ Electric Shock

#### ◼ Excessive dust ◼ Eye injuries ◼ Burns to skin ◼ Sharp edges & burrs

This SOP does not necessarily cover all possible hazards associated with the tool 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 tool use.

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