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| **SAFE OPERATING PROCEDURE****SANDER GRINDER/LINISHER** |
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| **DO NOT** use this machine 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. |

### **Only one person may operate this machine at any one time.**

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

1. **Check the work area and walkways to ensure there are no slip/trip hazards present.**
2. **Ensure you are familiar with the operation of the ON/OFF switch and Emergency Stop.**
3. **Check the sanding disc table is set not more than 2mm from disc.**
4. **Check the linishing belts and discs are both in a serviceable condition.**
5. **Ensure the operator be positioned out of direct line of abrasive belt at all times.**
6. **Ensure dust extraction or ventilation system is on before operating either sanding machine.**
7. **Faulty equipment must not be used. Immediately report suspect machinery.**

OPERATIONAL SAFETY CHECKS

1. **Both components of this combination machine should NOT, where possible, be operated simultaneously.**
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. **Always place material on the table and on the downward side of the disc travel to hold it securely on the table surface.**
5. **Hold material firmly against stops or table before applying pressure on abrasive disc or belt.**
6. **Keep fingers clear of sanding disc or belt while sanding.**
7. **NEVER attempt to or try to sharpen metal items.**
8. **NEVER leave the machine while it is running.**
9. **Before making adjustments switch off and bring the machine to a complete standstill.**

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

#### ◼ Exposure to moving, abrasive & rotating parts ◼ Pinch & squash ◼ Ejected waste

#### ◼ Excessive wood dust ◼ Eye injuries ◼ Burns to skin

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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