Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

|  |  |
| --- | --- |
| Description of Work: | Using a Belt Sander  |
| belt sander | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to noise, dust, projectiles and sharp objects. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [x]  | [x]  | [ ]  | [x]  | [x]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Operator must be positioned out of direct line of abrasive belt at all times.
* Turn on local exhaust system (if available).
* Faulty equipment must not be used.
* Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation/Task:* Allow sander to reach maximum revolutions before operating to avoid overloading.
* Always place material on the table on the downward side to the disc travel.
* Hold material firmly against stops or table before applying pressure on abrasive surface.
* Keep fingers clear of disc or belt while sanding.
* Never leave the machine while it is running.
* Switch off sander and bring it to a complete standstill before making adjustments.

3. POST-Operation/Task:* Switch off machine and leave work area and sander in a safe and clean state.
* Ensure good housekeeping practices are in place to minimise dust build-up.
 |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
|  |  |  |