Safe Work Procedure

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

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| Description of Work: | Using a Bobbin Sander |
| Bobbin 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:* Ensure task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure eye, hearing and clothing protection and appropriate footwear is worn prior to operation.
* 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 machine to reach maximum revolutions before operating to avoid overloading.
* Hold material firmly before applying pressure on abrasive surface.
* Keep fingers clear of rotating spindle while sanding.
* Never leave the machine while it is running.
* Before making adjustments switch off and bring the machine to a complete standstill.

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.
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| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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