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 Disc Sander | | | | | | | | |
| Disc Sander   http://www.tama.com.au/LE%20Disk%20Sander%20DS%201212.jpg | | | | | | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, friction, exposure to noise, dust, projectiles and sharp objects. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
|  | |  | |  |  | |  | |  |  | |
| **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. * Operator must be positioned out of direct line of abrasive disc 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 machine to reach maximum revolutions before operating to avoid overloading. * Always place material on the table where the disc is rotating in a downward direction. * Hold material firmly against stops or table before applying pressure on abrasive surface. * Keep fingers clear of disc 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. | | | | | | | | | | | |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
|  |  | | | | | | |  | | |
|  |  | | | | | | |  | | |