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 Grinder (bench of pedestal) |
| **pedestal grinder 2** | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to heat, noise, projectiles, sharp objects, friction and sparks. |
| **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]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation/Task:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure the appropriate wheel is installed, in good condition and correctly in place.
* Ensure appropriate guarding is in place and in good working order.
* Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation/Task:* Check that the wheel runs ‘true’ and does not wobble.
* Keep hands clear of work piece and away from disk.
* Turn off machine at power point before changing the disk.
* Ensure guarding is in place before re-starting machine.
* Ensure grinder is isolated from power sources before being cleaned, adjusted, maintained or repaired.

3. POST-Operation/Task:* Switch off grinder before removing waste material from the bench.
* Ensure disk is still in good condition after use.
 |
| **Competent Person(s):** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
|  |  |  |
|  |  |  |