

SAFE OPERATING PROCEDURE

Do not use this equipment unless you have been properly trained and instructed in its safe use and have been given prior permission.



A MASK MUST BE WORN WHEN EXCESSIVE AIRBORNE DUST IS CREATED



HEARING PROTECTION MAY BE REQUIRED FOR SOME OPERATIONS



APPROVED EYE PROTECTION MUST BE WORN AT ALL TIMES



LOOSE OR LONG HAIR MUST BE CONTAINED. REMOVE EXPOSED RINGS OR JEWELLERY



CLOSED IN PROTECTIVE FOOTWEAR MUST BE WORN



PROTECTIVE CLOTHING MUST BE WORN

PRE-OPERATIONAL SAFETY CHECKS:

1. The task (e.g. Drawings, Instructions, Specifications etc.) is clearly understood.
2. Locate and ensure you are familiar with the ON/ OFF starter and emergency stop button (if fitted).
3. Ensure guards are securely fitted. Do not operate bench grinder if guards are missing or faulty.
4. Ensure the workspace is free from trip hazards.
5. Ensure all corded electrical equipment is operated on a RCD provided circuit.
6. Ensure that grinder wheels do not touch the work rest, and ensure that the gap between the sheets and the rest is no greater than 1.5mm.
7. Ensure the wheels are not glazed or loaded.
8. Manually rotate wheels while machine is off to ensure they are running true.
9. Ensure there are no cracks in the wheel, report cracks to the supervisor and tag the equipment as out of service when appropriate.
10. If a buffing wheel is fitted ensure that it has at least 40mm of material.
11. Never use a faulty bench grinder, always report suspected faulty equipment to the supervisor.

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OPERATIONAL SAFETY CHECKS:

1. Only one person to use a bench grinder at a time.
2. Ensure you are wearing the appropriate safety equipment including safety glasses and protective clothing, any loose hair or clothing must be contained.
3. Stand to one side of the wheels when starting up.
4. Allow the wheels to reach maximum speeds before starting to grind.
5. Keep hands clear of grinding wheel at all times.
6. Ensure small objects are held with the appropriate hand tools such as a vice grip or multi grips.
7. Gently engage the workpiece with the wheel, do not apply force.
8. Slowly move the work piece across the face of the wheel in a uniform manner.
9. Never hold the workpiece with cloth or gloves.
10. Never bend down near the machine will running.
11. Turn the bench grinder off and disconnect the power source before cleaning or making any adjustments, allow for the wheels to come to a complete stop.
12. Use water for coolant, immediately absorbing any spills.
13. Deburr excess material from the work piece.

HOUSE KEEPING

1. Ensure the workspace is left in a clean, tidy and safe condition.
2. Safely store away equipment in the appropriate storage locations.

POTENTIAL HAZARDS

- Rotating parts.
- Noise hazards.
- Sparks.
- Burns and sharp edges.
- Eye injuries.
- Hand injuries.