

# SMSA– Safe Work Procedure

## DISC SANDER



**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission**

### PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Gloves must not be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Check the table is set not more than 2mm from disc.
- ✓ Check the abrasive disc is in a serviceable condition.
- ✓ Start the dust extraction unit before using the machine.

### OPERATIONAL SAFETY CHECKS

- ✓ Allow machine to reach maximum revolutions before operating to avoid overloading.
- ✓ Always place material on the table on the downward side of the disc. Travel to hold it down on the table surface.
- ✓ Hold material firmly against the table before applying pressure on the abrasive disk.
- ✓ Keep hands clear of the abrasive disc while sanding.
- ✓ Before making adjustments, switch off and bring the machine to a complete standstill.

### ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine in a safe, clean and tidy state.

### POTENTIAL HAZARDS AND INJURIES

- ⓘ Abrasions.
- ⓘ Eye injuries.
- ⓘ Excessive dust.
- ⓘ Unsecured material being flung around.

### DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not sand very small items.
- ✗ Do not sharpen tools with the sander.
- ✗ Do not sand metal.
- ✗ Never leave the machine running unattended.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

*This information is provided by Frontline Safety*