

# SMSA – Safe Work Procedure

## BUFFING MACHINE



**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.
- ✓ Ensure both ends of the machine spindle are covered at all times.
- ✓ Use an appropriate type of mop and polishing compound for the task.

### OPERATIONAL SAFETY CHECKS

- ✓ Only one person may operate this machine at any one time.
- ✓ Use the front of the wheel only.
- ✓ Work only below the centre of the spindle.
- ✓ Support small work with a wooden backing.
- ✓ Hold work so the edges cannot catch.

### 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

- ⓘ Work can be snatched if improperly presented to buff.
- ⓘ Hair/ clothing getting caught in moving machine parts.
- ⓘ Eye injuries.

### DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not hold work with gloves, apron, material or clothing.
- ✗ Do not work on the side of the mop.
- ✗ Never leave the machine running unattended.
- ✗ Do not bend down near machine while it is running.

**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*