

## SAFE OPERATING PROCEDURE

### Task/Equipment Description: Floor Grinder

Example picture only



#### Potential Hazards and Risks:

- Chemicals
- Moving parts and pinch points
- Hazardous manual tasks/handling (push/pull)
- Slips, trips and falls

**DO NOT use this equipment unless you have been trained in its safe use and operation.**

#### Required Personal Protective Equipment (PPE)

	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
<b>PPE</b> ✓													
	✓	✓	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other PPE  
(describe):

#### ALWAYS

Inspect cords and power outlets prior to using

Ensure you are trained and competent to use before using

Wear appropriate PPE for the task

One machine, one operator

Where possible, ensure the user manual is readily available and has been reviewed

#### NEVER

Never use if damaged or unserviceable

Never use for any other purpose but for what it designed to do

Never remove guards or safety features

Never use unless trained and competent

Never use in rain or heavy moisture

*This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.*

## Safe Operating Procedure:

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1. Pre-Operation – Safety Checks:
  - Ensure the machine is turned off and the key is removed before inspecting, cleaning, adjusting etc
  - Inspect the scrub pads/brushes and blade for dirt, wear, and damage and clean, replace or reverse the blade as required
  - Inspect the machine for any damaged, missing, bent, kinked, worn or torn parts and any leaking valves, hoses, filters, linkages, gaskets, seals, caps, etc
  - Ensure that the operating controls and safety devices are working properly
  - Ensure the entire working area before grinding and remove any bolts or concrete nails etc that could damage the machine or cause a hazardous situation
  - Make sure there is adequate lighting and there are no obstacles or existing structures that could present as a hazard

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2. Operation – Safety Procedure:
  - **Refer to the manual for operation instructions**
  - Operate the machine in a standing upright position
  - Walk at a slow steady pace, maintain good footing and keep a firm hold of the handles
  - Be aware of your surroundings and pay particular attention to workers and others at the workplace
  - Watch for hidden hazards and foreign objects
  - Use caution around outside corners
  - **Only use the machine on level floors or inclines with a gradient of 2 percent or less**
  - Stop the machine if it begins to vibrate abnormally. Turn off the machine, remove the key and check the cause of the vibration

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3. Post-Operation – Housekeeping:
  - Turn off the machine and remove the key
  - Report any faults or damage
  - Secure the machine during transportation

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