

SAFE OPERATING PROCEDURE














Task/Equipment Description: Floor Polisher

Potential Hazards and Risks:

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

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

Required Personal Protective Equipment (PPE)

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
✓													
	✓	✓	✓	✓	<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

Use in a well ventilated area

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:

1. Pre-Operation – Safety Checks:
 - Ensure the machine is turned off on the machine before connecting to power.
 - Ensure the machine is disconnected from power before inspecting, cleaning, adjusting or change pad
 - 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 polishing for items 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**

2. Operation – Safety Procedure:
 - **Refer to the manuals 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
 - Stop the machine if it begins to vibrate abnormally. Turn off the machine, remove the key and check the cause of the vibration
 - Rest regularly and beware of repeated movement injuries. Do not use if fatigued.

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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