

SAFE OPERATING PROCEDURE

Task / Equipment

Belt and disc sander







Description:

Potential Hazards and Risks:

- Exposed moving parts with the potential to cause harm through entanglement, abrasions, burns and cutting
- Electrical exposure
- Hazardous noise
- Flying objects
- Vibration
- Dust causing respiratory irritation

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
PPE ✓													
	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>

Other PPE
(describe):

Close fitting/protective clothing must be worn

DO NOT WEAR CLOTH WORK GLOVES AS THEY MAY BECOME ENTANGLED

ALWAYS

Check the belt or disc for any damage and correct tension

Keep hands away from the moving belt or disc

Ensure you are wearing the correct PPE

Always disconnect from power when changing belt or discs

Work in a well ventilated and tidy area

NEVER

Never use this machine unless you have been properly trained in its use

Never use the machine without the extraction system turned on

Never change belts or discs without the being machine turned off – it must have stopped running

Never operate a power tool in an explosive atmosphere (such as in the presence of flammable liquids, gases or dust. Power tools may create sparks

Never use the machine if the guards are not present and adjusted correctly

Never use in a damp or wet condition or the rain

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
 - Identify ON/OFF switch and ensure machine is off first connected to power
 - Undertake visual inspection of all parts and ensure it is in an operational condition
 - Check all switches, controls and emergency stops
 - Wear PPE as instructed
 - Do NOT operate the machine without all guards in place
 - Disconnect power to change belts/discs and perform maintenance
 - Check condition of the belt/disc before use for damaged edges
 - Make sure the belt is tensioned and tracking correctly
 - Secure loose clothing and long hair
2. Operation – Safety Procedure
 - Ensure dust extraction system is connected and operating correctly (if using)
 - Keep hands/fingers away from rotating belt and disc
 - The operator's body must be out of the line of the belt or disc
 - Allow the machine to reach maximum revolutions before commencing
 - Always bring tool a complete standstill before making any adjustments
 - Ensure the work is secured and avoid applying too much pressure
 - Do not leave machine operating and unattended
 - **Refer to the manual for the use of the tool, accessories and tool bits**
3. Post-Operation – Housekeeping
 - Place all scrap or waste in the appropriate bin
 - Vacuum dust and fine waste
 - Report all machine faults and hazards to Diamond Hire

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