**The Edge Portable Power Tool Induction: Orbital Sander**

ACTIVITY 1: Key safety tips for safe working with portable power tools

Draw a line to match the safety tip with an explanation

Wear the correct PPE

(safety glasses, ear muffs, dust mask, footwear) Slips, falls and distractions cause accidents

Present yourself with safety in mind

(remove rings and jewellery, tie back loose clothes, long hair and beards) Shocks and shatters come from faulty equipment

Check the tool is in good condition

(reject frayed leads and damaged plugs, avoid blunt or broken tooling) It’s there for your protection

Prepare a tidy and safe work area Avoid tangle hazards

(remove loose material and debris, ensure stable footing)

ACTIVITY 2: Key safety checks for using an orbital sander

Draw a line to match the checkpoint with what to look for

Starting the job Make sure any power leads do not make a trip hazard, and the workplace is clear.

Choose the appropriate sanding disc, and fit securely to the sander.

Before connecting to power Check and avoid splits, knots and nails.

Clamp the job securely at a convenient height.

Completing the job Hold the sander firmly with both hands, with the disc contacting the material evenly.

Start the sander, and begin moving across the material with a gentle pressure.

During the job Apply a steady force while sanding, moving slowly across the material .

Avoid applying excessive pressure – let the sandpaper do the cutting.

Prepare the material Remove the sander from the material and allow to come to a stop before putting it down.

ACTIVITY 3: Identify the important components of an orbital sander

Choose the correct name from the list to identify the key parts numbered in the picture.



1

------ Switch (on/off)

------ Ventilation slots (do not cover)

------ Sanding Pad (attach the sandpaper here)

2

3

Activity 4: Demonstrating safe use of an orbital sander

* Ensure correct PPE is being worn, and the tool and workspace is safe to use.
* Prepare the workspace and clamp the material in place, avoiding over-reaching.
* Use the sander to smooth the material, allowing it to stop after removing and before setting down.
* Re-clamp material if necessary, and continue.
* Change to a finer grit disc, and continue until the required finish is achieved
* Tidy up

Facilitator Observation:

I confirm that the observations made of the participant and active participation in this induction workshop demonstrated a satisfactory understanding, including competent and safe use of an orbital sander.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Declaration

I declare the assessment above was my own individual work.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_