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| **SAFE OPERATING PROCEDURE**  **DISC & BELT SANDER (TIMBER)** | |
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| **DO NOT** use this machine unless you have completed an induction and the Supervisor has given permission | |
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| Safety glasses must be worn at all times. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Gloves must not be worn when operating this machine. |

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure no slip/trip hazards are present in workspaces and walkways.**
2. **Locate and ensure you are familiar with the operation of the ON/OFF starter.**
3. **Check that all guards are in position.**
4. **Check sanding belt and disk for wear, tear, cracks, glazing and flaws.**
5. **Check the table is set not more than 2mm from disk.**
6. **Operator must be positioned out of direct line of abrasive belt at all times.**
7. **Ensure timber work piece is free from metal objects such as nails and screws.**
8. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

**1. Only one person may operate this machine at any one time.**

**2. Never leave the machine running unattended.**

**3. Before making adjustments switch off and bring the machine to a complete standstill.**

**4. Ensure material to be linished is of correct size/shape and can be held safely during operation.**

**5. Allow machine to reach maximum revolutions before operating to avoid overloading.**

**6. Use a staggered stance with your weight on the back foot to prevent falling into the machine.**

**7. Always place material on the table on side of the disk travel to hold it down on the table surface**

**8. Hold material firmly against stops or table before applying pressure on abrasive.**

**9. Apply firm and even pressure without forcing material into the sanding belt.**

**10. Keep fingers clear of disk or belt while sanding.**

#### HOUSEKEEPING

**1. Return all tooling and fixtures to the correct storage location.**

**2. Leave the machine and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

◼ **Belt ‘run on’ after switching off** ◼ **High noise levels** ◼ **Sharp edges**

◼ **Eye injuries** ◼ **Flying debris** ◼ **Splinters** ◼ **Entanglement**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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