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| **SAFE OPERATING PROCEDURE**  **ORBITAL SANDER** | |
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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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| Approved safety glasses must be worn at all time in the workspace. | A mask *must be* worn when excessive airborne dust is created. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | A suitable workshop apron or close fitting protective clothing must be worn. |
| Gloves must *not* be worn when using this portable power tool. | Hearing protection *must* be worn when noise levels are identified as excessive. |

### **DO NOT use faulty equipment – report this immediately to the Supervisor.**

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

1. **Ensure this sanding tool has a suitable safe work area.**
2. **Examine the equipment for obvious damage.**
3. **Do not use dull or damaged abrasive sanding discs.**
4. **Check the sanding disc is correctly fitted.**

#### OPERATIONAL SAFETY CHECKS

1. **Do not plug in battery until all adjustments have been made.**
2. **Examine the material to be sanded for splits, loose knots and nails, etc.**
3. **Always select the correct abrasive and grade of disc.**
4. **Sanding discs with holes must align with those on the rubber pad to allow for efficient dust collection.**
5. **Always make sure a dust bag is fitted and emptied regularly for efficient operation of the sander. Some machines may be fitted to ducted dust extraction.**
6. **Ensure the work piece is secure and well supported.**
7. **The sander is best used when held with both hands.**
8. **Keep finger and hands well clear of moving parts.**
9. **Allow the sander to reach operating speed, then apply load gradually. Do not apply excessive force.**
10. **Avoid blocking and covering the motor ventilation slots with your hands.**
11. **Avoid prolonged use. This could overheat the motor.**
12. **Maintain a constant pace to avoid uneven sanding.**
13. **Be cautious of sanding too close to edges and corners.**
14. **Replace sanding disc once edges are torn or frayed.**

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| **Always wear safety glasses and a dust mask** |

#### HOUSEKEEPING

1. **Return this tool to the appropriate storage cupboard and charge the battery.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and abrasive parts ◼ Noise ◼ Electricity**
  + **Excessive dust ◼ Eye injuries ◼ Burns (friction)**

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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