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| ***Portable_Plant_SOP***  **SANDER (cordless)**  🗹 | | |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** | | |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | | **🗆** |
|  | | |
| **Has your teacher given permission for you to use this equipment?** | | **🗆** |
|  | Are you wearing approved safety glasses?  . | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?  . | **🗆** |
|  | Are you wearing a mask when excessive airborne dust is created? | **🗆** |
| Apron | Are you wearing a suitable apron or close fitting protective clothing? | **🗆** |
|  | Are you wearing hearing protection when noise levels are excessive? | **🗆** |
|  | Have you removed any gloves? | **🗆** |
|  |  |  |
| **Have you read the important information section on the reverse?** | | **🗆** |
| **PRE-OPERATIONAL SAFETY CHECKS** | |  |
| 1. Does this power tool have a suitable, safe work area? | | **🗆** |
| 1. Is the sander (including the battery) free from obvious damage? | | **🗆** |
| 1. Are the sanding discs and belts in good condition? | | **🗆** |
| 1. Are the sanding discs and belts correctly fitted? | | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Sander (cordless)

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| ***Portable_Plant_SOP***  **SANDER (cordless)**  **Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Fit battery only after 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. 6. Ensure the work piece is secure and well supported. 7. All cordless portable sanders are best used when securely held with both hands. 8. Keep fingers 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. Cordless sanders normally will not operate when the battery charge level is too low. 11. Avoid blocking and covering the motor ventilation slots with your hands. 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 goggles and a dust mask** |
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| **HOUSEKEEPING** |
| 1. After use, return the battery for recharging. 2. Leave the machine in a safe, clean and tidy state. |
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Dust  ◼ Noise ◼ Eye injuries ◼ Burns (friction) |

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_