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| ***Portable_Plant_SOP*****ORBITAL SANDER**🗹 |
| ***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?** | **🗆** |
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| **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?. | **🗆** |
| Hearing Protection circle | Are you wearing hearing protection when noise levels are identified as excessive?  | **🗆** |
| Dust mask sign | Are you wearing an approved dust mask? | **🗆** |
| Apron | Are you wearing a suitable apron or close fitting protective clothes?  | **🗆** |
|  | Have you removed your gloves? | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Is your work area suitable, allowing for the safe use of this orbital sander without interfering with other students or activities?
 | **🗆** |
| 1. Are the power lead and plug free from obvious damage?
 | **🗆** |
| 1. Have you inspected the condition of the abrasive sanding discs?
 | **🗆** |
| 1. Is the sanding disc correctly fitted?
 | **🗆** |

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

Orbital Sander

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| ***Portable_Plant_SOP*****ORBITAL SANDER****Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Do not plug in 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. Ensure the power cord is well clear of the work piece.
8. The sander is best used when held with both hands.
9. Keep finger and hands well clear of moving parts.
10. Allow the sander to reach operating speed, then apply load gradually. Do not apply excessive force.
11. Avoid blocking and covering the motor ventilation slots with your hands.
12. Avoid prolonged use. This could overheat the motor.
13. Maintain a constant pace to avoid uneven standing.
14. Be cautious of sanding too close to edges and corners.
15. 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. Return this tool to the appropriate storage cupboard.
2. Leave the machine in a safe, clean and tidy state.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and abrasive parts ◼ Electricity ◼ Noise ◼ Excessive dust ◼ Burns (friction) ◼ Eye injuries  |

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