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| ***Portable_Plant_SOP*****SHEET 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 sheet 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 sheet correctly fitted?
 | **🗆** |

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

Sheet Sander

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| ***Portable_Plant_SOP*****SHEET SANDER****Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. This sander is not suitable for wet sanding.
2. Examine the material to be sanded for splits, loose knots and nails, etc.
3. Always select the correct abrasive and grade of sheet. Do not use sanding paper larger than is needed.
4. Always make sure a dust bag (or ducting) is fitted and emptied regularly for efficient operation of the sander.
5. Ensure the work piece is secure and well supported.
6. This sander is designed to be used with both hands. Keep fingers and hands well clear of moving parts.
7. Allow the sander to reach operating speed, then apply load gradually. Do not apply excessive force.
8. Maintain a constant pace to avoid uneven surfaces.
9. Maintain a proper and steady footing at all times.
10. Always hold the sander flat onto the work surface.
11. Avoid blocking and covering the motor ventilation slots with your hands. Some abrasive sheets may also have dust ventilation holes that will need to be aligned.
12. Avoid prolonged use and high pressures. This could overheat the motor.
13. Replace sanding sheets once edges are torn or frayed.
14. Wait for the sander to stop before resting it on its side.
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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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_