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| Fixed Static Plant_SOP  **BUFFING MACHINE** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate footwear with substantial uppers must be worn. | ApronClose fitting or protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | GlovesGloves must not be worn when using the buffer. |

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

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

1. **Check workspaces and walkways to ensure no slip/trip hazards are present.**
2. **Locate and ensure you are familiar with the operation of the ON/OFF starter.**
3. **Both ends of the machine spindle must be covered at all times.**
4. **Use appropriate mop type and polishing compound for the task.**
5. **Faulty equipment must not be used. Immediately report suspect equipment.**

OPERATIONAL SAFETY CHECKS

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

1. **Do not bend down near machine whilst it is running.**
2. **Use the front of the wheel only.**
3. **Work only below the centre of the spindle.**
4. **Small work must be securely supported with a wooden backing.**
5. **Work should be held so that edges cannot catch.**

HOUSEKEEPING

1. **Switch off the machine.**
2. **Leave the machine in a safe, clean and tidy state.**

# **POTENTIAL HAZARDS**

◼ **Work can be snatched if improperly presented to buff** ◼ **Eye injuries**

◼ **Hair or clothing entanglement in moving machine parts**

**FORBIDDEN**

◼ **Holding work with gloves, apron, material or clothing.**

**◼ Working on the side of the mop.**

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