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| ***Portable_Plant_SOP*****BELT 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? *(P2 dust & fumes)* | **🗆** |
| Apron | Are you wearing a sturdy dust apron or overalls? | **🗆** |
| Prohibition circle | Have you removed all your exposed rings and jewellery? | **🗆** |
| **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 belt sander without interfering with other students or activities?
 | **🗆** |
| 1. Is the power cable disconnected while you inspect the tool?
 | **🗆** |
| 1. Have you inspected the condition of the abrasive belt?
 | **🗆** |
| 1. Is there adequate dust ventilation and extraction?
 | **🗆** |

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

Belt Sander

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| ***Portable_Plant_SOP*****BELT SANDER****Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Ensure that the material being worked is well supported. Use a vice clamp to hold the material secure where necessary.
2. Always hold the below sander securely with both hands.
3. Before starting the machine, hold it clear above the work surface. Allow the belt to reach full operating speed before applying the load gradually.
4. Do not use excessive force.
5. Avoid blocking or covering the motor ventilation slots.
6. Be vigilant of the tendency for the sander to ‘run away’ when not held and controlled firmly.
7. After finishing the sanding operation, release the switch and hold the machine up until the belt has stopped.
8. Never rest the sander on its side while running.
9. Always position electrical cords with care to avoid trip hazards and to prevent damage to the plug and lead.
10. Before making any belt adjustments, bring the sander to a complete standstill and then disconnect from the AC power source.
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| **Never sand metal or small items with this tool** |
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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 to hands ◼ Eye injuries  |

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