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| G:\6100_Performance_HR\6555 - Organisational Safety and Wellbeing\2. HSW - Systems and Strategy Team\Rebadging OSW Documents (Kristyn)\ITD logos\Updated 2018\Fixed Static Plant_SOP.jpg  **BELT – DISC SANDER** (wood combination) | | |
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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 protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
|  | **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | **Gloves**DO NOT wear gloves when operating this sanding machine. |

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

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

1. **Check the workroom and walkways to ensure there are no slip/trip hazards present.**
2. **Ensure you are familiar with the operation of the ON/OFF DOL switch and emergency stop.**
3. **Check the sanding disc table is set not more than 2mm from disc.**
4. **Check the linishing belts and discs are both in a serviceable condition.**
5. **Ensure the operator be positioned out of direct line of abrasive belt at all times.**
6. **Ensure dust extraction is on before operating either sanding machine.**
7. **Faulty equipment must not be used. Immediately report suspect machinery.**

OPERATIONAL SAFETY CHECKS

1. **Both components of this combination machine should NOT, where possible, be operated simultaneously.**
2. **Allow machine to reach maximum revolutions before operating to avoid overloading.**
3. **NEVER attempt to sand very small items, lift or tilt the material while sanding.**
4. **Always place material on the table and on the downward side of the disc travel to hold it securely on the table surface.**
5. **Hold material firmly against stops or table before applying pressure on abrasive disc or belt.**
6. **Keep fingers clear of sanding disc or belt while sanding.**
7. **NEVER attempt to or try to sharpen metal items.**
8. **NEVER leave the machine while it is running.**
9. **Before making adjustments switch off and bring the machine to a complete standstill.**

HOUSEKEEPING

**1. Switch off the machine and leave the floor area in a safe, clean and tidy state.**

**2. Make sure good housekeeping practices are in place to minimise dust/waste build-up.**

POTENTIAL HAZARDS

#### ◼ Exposure to moving, abrasive and rotating parts ◼ Ejected waste ◼ Eye injuries

#### ◼ Excessive wood dust ◼ Pinch and squash ◼ Burns to skin

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