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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****LINISHER SANDER** |
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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, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Description: Dust mask signA mask must be worn when excessive airborne dust is created. |

### **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 linishing belt is in a serviceable condition with no edge fraying, tears or holes**
4. **Ensure the operator be positioned out of direct line of abrasive belt at all times.**
5. **Ensure dust extraction is on before operating sanding machine.**
6. **Faulty equipment must not be used. Immediately report suspect machinery.**
7. **Ensure material is well supported – use roller/support stand/s for longer lengths.**

OPERATIONAL SAFETY CHECKS

1. **Allow machine to reach maximum revolutions before operating to avoid overloading.**
2. **Hold material firmly against stops or table before applying pressure on abrasive belt.**
3. **Keep fingers clear linishing belt while sanding.**
4. **NEVER attempt to sand small items or try to sharpen metal items.**
5. **Never leave the machine while it is running.**
6. **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 build-up.**

POTENTIAL HAZARDS

#### ◼ Exposure to moving, abrasive and rotating parts ◼ Eye injuries ◼ Burns to skin

#### ◼ Pinch and squash ◼ Ejected waste ◼ Excessive dusts

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