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| ***Portable_Plant_SOP***  **SHEET 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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| Approved safety glasses must be worn at all times in all ITD spaces. | A mask *must be* worn when excessive airborne dust is created. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn in all ITD spaces. | A suitable workshop apron or close fitting protective clothing must be worn. |
| Gloves must *not* be worn when using this portable power tool. | Hearing protection *must* be worn when noise levels are identified as excessive. |

### **DO NOT use faulty equipment – report this immediately to your teacher**

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

1. **Ensure this sanding tool has a suitable safe work area.**
2. **Examine the power lead and plug for obvious damage.**
3. **Do not use dull or damaged abrasive sanding discs.**
4. **Check the sanding disc is correctly fitted.**

#### OPERATIONAL SAFETY CHECKS

1. **Do not plug in until all adjustments have been made.**
2. **Examine the material to be sanded for splits, loose knots and nails, etc.**
3. **Always select the correct abrasive and grade of disc.**
4. **Sanding discs with holes must align with those on the rubber pad to allow for efficient dust collection.**
5. **Always make sure a dust bag is fitted and emptied regularly for efficient operation of the sander. Some machines may be fitted to ducted dust extraction.**
6. **Ensure the work piece is secure and well supported.**
7. **Ensure the power cord is well clear of the work piece.**
8. **The sander is best used when held with both hands.**
9. **Keep finger and hands well clear of moving parts.**
10. **Allow the sander to reach operating speed, then apply load gradually. Do not apply excessive force.**
11. **Avoid blocking and covering the motor ventilation slots with your hands.**
12. **Avoid prolonged use. This could overheat the motor.**
13. **Maintain a constant pace to avoid uneven sanding.**
14. **Be cautious of sanding too close to edges and corners.**
15. **Replace sanding disc once edges are torn or frayed.**

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| **Always wear safety goggles and a dust mask** |

#### HOUSEKEEPING

1. **Return this tool to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and abrasive parts ◼ Noise ◼ Electricity**
  + **Excessive dust ◼ Eye injuries ◼ Burns (friction)**

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