



LOCKSMITHS

SAFE OPERATING PROCEDURE ANGLE GRINDER

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 PROTECTIVE CLOTHING MUST BE WORN	 HEARING AND EYE PROTECTION MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 SWITCH OFF WHEN NOT IN USE	 HAIR PROTECTION MUST BE WORN	 HAND PROTECTION MUST BE WORN	 DO NOT USE DAMAGED DISCS	 NO RINGS OR JEWELLERY TO BE WORN



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Keep work area clean and tidy.
- Use only in designated grinding area – erect screens if necessary.
- Examine the power cord, extension lead, plugs, sockets and power outlet for damage.
- Ensure that the grinding disc, guard and attachments (including handle) are secure and correctly fitted.
- Inspect the grinding disc for damage. Do not use damaged grinding disc.
- Always inspect the work piece to ensure that there aren't any items which might damage the grinding wheel or cause injury to the operator.
- Secure and support the work piece using clamps, bench vices etc.

- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

OPERATIONAL SAFETY CHECKS

- Ensure all other personnel are clear of the immediate work area.
- Keep fingers and hands & power cords clear of the grinding disc.
- Never make adjustments while the angle grinder is running.
- Do not switch off the angle grinder when it is under load, except in an emergency.
- Allow angle grinder to reach operating speed before applying to work piece & increase load gradually.
- Do not lift or drag angle grinders by the cord.
- Keep flexible electrical cords clear of oil, grease, machines and sources of heat.
- Be aware of flying sparks. Hold grinder so that sparks fly away from you, other people and flammable materials.
- Do not leave the angle grinder running & only use the grinder when hand held.

Date of last review	Name	Signature



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SOP – Angle Grinder © V1 04/2016

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.



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- Do not touch the work piece immediately after grinding operation as it may be extremely hot.
- Grinder must be isolated from power source when being cleaned, adjusted, maintained or repaired.

ENDING OPERATIONS AND CLEAN UP

- Switch off the grinder when work completed & before removing waste material from work site.
- Make sure disk is still in good condition after usage.
- Avoid trip hazards & prevent damage to electrical cord/s.
- Do not walk on, wheel objects over, or drop materials / tools on flexible electrical cords.
- Clean bench and work area & place all waste material in bin.
- Return angle grinder & rolled up extension leads to storage area.
- Leave the machine in a safe, clean and tidy state.

MAINTENANCE

- Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- Burns from hot materials or friction.
- Sparks.
- Noise.
- Sharp edges and burrs.
- Hair/clothing getting caught in moving rotating parts.
- Inhalation of fumes and dust particles
- Eye injuries.

DON'T

- DO NOT operate equipment without wearing appropriate PPE
- Do not use a disc that is larger dia. than the maximum specified for the machine. Check speed rating.
- Do not use the machine with the guard removed.
- Do not use the wrong type of disc for the operation.
- Do not use heavy pressure.
- Never leave the machine running unattended.
- Do not slow down the wheel on the work piece. Grinding at less than the proper speed will tear grit out of the disc reducing its life.
- Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



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