



LOCKSMITHS

SAFE OPERATING PROCEDURE BELT SANDER

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

PERSONAL PROTECTIVE EQUIPMENT

 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 HEARING AND EYE PROTECTION MUST BE WORN	 DUST MASK MUST BE WORN	 HAIR MUST BE CONTAINED	 SWITCH OFF WHEN NOT IN USE	 GLOVES MUST NOT BE WORN	 NO RINGS OR JEWELLERY TO BE WORN



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Keep work area clean and tidy.
- Check workspace and walkway to ensure no slip/trip hazards are present.
- Examine the power cord, extension lead, plugs, sockets and power outlet for damage.
- Ensure you are familiar with the location and operation of the ON/OFF switch and E-Stop (if fitted).
- Check the table is set not more than 2mm from the disc.
- Check the belt and disc are in a serviceable condition.

- Ensure dust extraction (if applicable) is on before operating machine.
- Faulty equipment must NOT be used. Affix DO NOT USE tag and IMMEDIATELY report or arrange repairs to suspect machinery.

OPERATIONAL SAFETY CHECKS

- Ensure all other personnel are clear of the immediate work area.
- Allow machine to reach maximum revolutions before operating to avoid overloading.
- Operator must be positioned out of direct line of abrasive belt at all times.
- Always place material on the table on the downward side of the disc travel to hold it down on the table surface.
- Hold material firmly against stops or table before applying pressure on abrasive.
- Keep fingers clear of disc or belt while sanding.
- Never leave the machine while it is running.
- Before making adjustments switch off and bring the machine to a complete standstill.
- Keep flexible electrical cords clear of oil, grease, machines and sources of heat.

Date of last review	Name	Signature



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- ✓ Sander must be isolated from power source when being cleaned, adjusted, maintained or repaired.

ENDING OPERATIONS AND CLEAN UP

- ✓ Switch off the sander when work completed & before removing waste material from work site.
- ✓ Make sure belt and disk are 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 machine and work area & place all waste material in bin.
- ✓ 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

- i Exposure to moving, abrasive & rotating parts
Abrasions
- i Burns from hot materials or friction.
- i Eye injuries.
- i Noise.
- i Sharp edges and burrs.
- i Hair/clothing getting caught in moving rotating parts.
- i Inhalation of fumes and dust particles
- i Unsecured material being flung around

DON'T

- ✗ DO NOT operate equipment without wearing appropriate PPE
- ✗ DO NOT use a disc that is larger diameter than the maximum specified for the machine. Check speed rating.
- ✗ DO NOT use the wrong type of belt or disc for the operation.
- ✗ DO NOT attempt to sand very small items.
- ✗ DO NOT attempt to sharpen tools.
- ✗ DO NOT attempt to sand metal.
- ✗ DO NOT use heavy pressure.
- ✗ NEVER leave the machine running unattended.
- ✗ DO NOT slow down the wheel on the work piece. Sanding at less than the proper speed will tear grit out of the belt or disc reducing its life.
- ✗ Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



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