

110 Bell Street, Preston VIC 3072 PH: (03) 9495 1122 FAX: (03) 9495 1133 www.wynnslocksmiths.com.au sales@wynnslocksmiths.com.au

# 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	OFF SWITCH OFF WHEN NOT IN USE	GLOVES MUST NOT BE WORN	NO RINGS OR JEWELLERY TO BE WORN
$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

	<ul> <li>Ensure dust extraction (if applicable) is on before operating machine.</li> <li>Faulty equipment must NOT be used. Affix DO NOT USE tag and IMMEDIATELY report or arrange repairs to suspect machinery.</li> <li>OPERATIONAL SAFETY CHECKS</li> <li>Ensure all other personnel are clear of the immediate work area.</li> </ul>
<ul> <li>PRE-OPERATIONAL SAFETY CHECKS</li> <li>Read Operators Manual and Risk assessment.</li> <li>Keep work area clean and tidy.</li> <li>Check workspace and walkway to ensure no slip/trip hazards are present.</li> <li>Examine the power cord, extension lead, plugs, sockets and power outlet for damage.</li> <li>Ensure you are familiar with the location and operation of the ON/OFF switch and E-Stop (if fitted).</li> <li>Chech the table is set not more than 2mm from the disc.</li> <li>Check the belt and disc are in a serviceable condition.</li> </ul>	<ul> <li>Allow machine to reach maximum revolutions before operating to avoid overloading.</li> <li>Operator must be positioned out of direct line of abrasive belt at all times.</li> <li>Always place material on the table on the downward side of the disc travel to hold it down on the table surface.</li> <li>Hold material firmly against stops or table before applying pressure on abrasive.</li> <li>Keep fingers clear of disc or belt while sanding.</li> <li>Never leave the machine while it is running.</li> <li>Before making adjustments switch off and bring the machine to a complete standstill.</li> <li>Keep flexible electrical cords clear of oil, grease, machines and sources of heat.</li> </ul>



Date of last review

#### SOP - Belt Sander © V1 07/2016

Signature

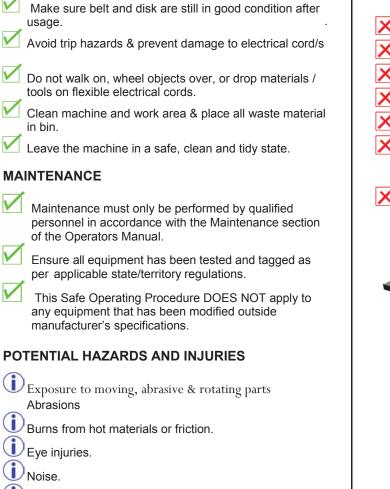
Name

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# OCKSMITHS

### DON'T



Sander must be isolated from power source when

Switch off the sander when work completed & before

being cleaned, adjusted, maintained or repaired.

ENDING OPERATIONS AND CLEAN UP

removing waste material from work site.

DO NOT operate equipment without wearing appropriate PPE

DO NOT use a disc that is larger dimeter 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.



X Do not use faulty equipment. Immediately report any suspect equipment & apply a DO NOT USE tag.



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Date of last review	Name	Signature



Sharp edges and burrs.

Hair/clothing getting caught in moving rotating parts.

Inhalation of fumes and dust particles Unsecured material being flung around

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## I confirm I am competent to operate a BELT SANDER following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



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# Amendments and notes to be review prior to bi-annual update.

Date	Name	Item Description



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