



# LOCKSMITHS

## SAFE OPERATING PROCEDURE BENCH 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	 HAND PROTECTION MUST BE WORN IN THIS AREA	 NO RINGS OR JEWELLERY TO BE WORN	 NO SMOKING	 AVOID AN ACCIDENT CARRY LOADS WITH A STRAIGHT BACK



### PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Keep work area clean and tidy.
- Ensure work area is clear of bystanders & obstructions.
- Locate and ensure you are familiar with all machine operations and controls - ON/OFF starter and Emergency Stop button (if fitted).
- Ensure RCD installed & power lead in good condition.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Ensure grinding wheels are in good condition. DO NOT use wheels with any cracks.
- Check that the wheels are running true, are flat and present a square work surface and are not glazed or loaded.

- Ensure that the wheel housing guards are in place.
- Ensure that the grinder is securely mounted to the bench.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

### OPERATIONAL SAFETY CHECKS

- Only one person may operate this machine at any one time
- Stand to one side of the wheels when starting up.
- Let the wheels gain maximum speed before starting to grind.
- Keep hands away from grinding wheels at all times.
- Adjust the tool rests a maximum of 3mm away from wheels and slightly below centre.
- Bring object into contact with grinding wheel slowly and smoothly.
- Do not grind on the side of the wheel.
- Slowly move the work piece across the face of the wheel in a uniform manner to prevent 'ruts' or grooves from forming in the wheel work surface.
- Do not touch the ground portion of the work piece until it has cooled.

Date of last review	Name	Signature



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SOP – Bench 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 in conjunction training and as a reminder to users prior to use.



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- Never stick an object into the wheel to stop or slow the grinder.
- 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.
- 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.

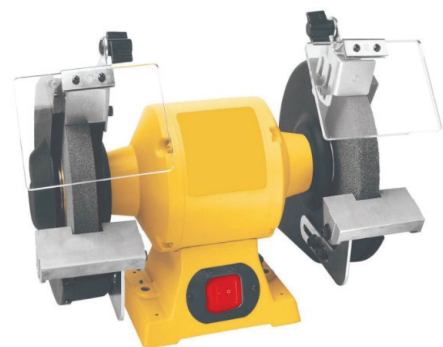
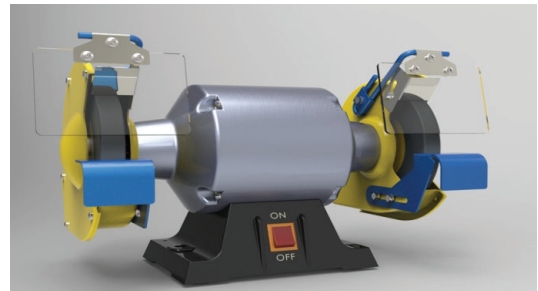
## POTENTIAL HAZARDS AND INJURIES

- Hot metal.
- Sparks.
- Noise.
- Sharp edges and burrs.
- Hair/clothing getting caught in moving machine parts.
- Wheels 'run on' after switching off.
- Eye injuries.

## DON'T

- DO NOT operate equipment without wearing appropriate PPE
- Bend down near the machine while it is running.
- Force the work piece against a wheel.

- Grind on the side of the wheel.
- Hold small objects by hand.
- Do not grind non-ferrous metals.
- Use faulty equipment. Immediately report any suspect equipment & apply a DO NOT USE tag.



Date of last review	Name	Signature



