

Safe Operating Procedure

BENCH GRINDER

**DO NOT use this equipment unless you have been instructed
In its safe use and operation and have been given permission**

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Hearing protection must be used.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
- ✓ Check that the wheels are running true and are not glazed or loaded.
- ✓ Check for cracks in the wheel and report any you find.

OPERATIONAL SAFETY CHECKS

- ✓ Stand to the side of the wheels when starting up.
- ✓ Let the wheels gain maximum speed before starting to grind.
- ✓ Only one person may operate this machine at any one time.
- ✓ Slowly move the workpiece across the face of the wheel in a uniform manner.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Clean up and absorb any coolant spills immediately.
- ✓ Leave the machine in a safe, clean and tidy state.

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 use faulty equipment. Immediately report any suspect machinery.
- ✗ Do not hold workpiece with gloves, cloth, apron or pliers.
- ✗ Do not grind non-ferrous metals.
- ✗ Do not grind on the side of the wheel.
- ✗ Do not hold small objects by hand.
- ✗ Never leave the machine running unattended.
- ✗ Do not bend down near the machine while it is running.
- ✗ Never force the workpiece against a wheel.

This SOP does not necessarily cover all possible hazards associated with this equipment 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 equipment use.