







# BENCH GRINDER SAFE WORK PROCEDURE

**DO NOT use this equipment unless you have been instructed on 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 worn
-  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

- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the tool is labelled as meeting the requirements of the Electricity Act – 1995 (PAT's or TAG Testing).
- ✓ Ensure the tool is not damaged and any power leads and plugs are not damaged. Faulty equipment must not be used.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ 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 wheels are running true and are not glazed or loaded.
- ✓ Ensure the tool is appropriate for the task.
- ✓ Locate and ensure you are familiar with the operation of the ON/OFF starter.















## OPERATIONAL SAFETY CHECKS

- ✓ Stand to the side of the wheels when starting up.
- ✓ Let the wheels gain maximum speed before starting to grind.
- ✓ Do not grind on the side of the wheel.
- ✓ Small objects must not be held in hand.
- ✓ Do not be down near the machine whilst it is running.
- ✓ Never force the workpiece against a wheel.
- ✓ Slowly move the workpiece across the face of the wheel in a uniform manner.
- ✓ Coolant spilt on the floor should be immediately absorbed.






## ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the grinder.
- ✓ Return all tools to their usual storage place.
- ✓ Leave the equipment and work area in a safe, clean and tidy state.

## POTENTIAL RISKS AND INJURIES

-  Eye & face injuries
-  Trapping risks.
-  Crushing risks.
-  Cuts and abrasions.
-  Electric shock.
-  Repetitive strain injuries
-  Hair/clothing getting caught in moving machine parts.
-  Hot Metal
-  Sparks
-  Noise
-  Sharp edges
-  Burns
-  Entanglement
-  Wheels 'run on' after switching off.

## DON'T

-  Do not use faulty equipment. Immediately report suspect equipment.
-  Do not use a tool for any other purpose than what it is designed to do.
-  Do not carry a sharp tool in your pocket.
-  Do not apply excessive force or pressure on tools.
-  Do not cut towards yourself when using cutting tools.

**This 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 complement training and as a reminder to users prior to equipment use.**

*This information is based on material published in manufacturers operating guides*