



# BENCH GRINDER – STANDARD OPERATING PROCEDURE

**DO NOT** use this tool without completing appropriate induction / training.



Approved safety glasses must be worn at all times with this equipment.



Hearing protection must be worn at all times when using this equipment.



Appropriate protective footwear with substantial uppers must be worn in work areas.



Close fitting protective clothing or a suitable workshop apron is advisable.



Gloves must not be worn when using this equipment.



Contain or restrain long and loose hair, and remove exposed rings or jewellery.

## PRE-OPERATIONAL SAFETY CHECKS

1. Locate and ensure you are familiar with all machine operations and controls
2. Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
3. Ensure the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
4. Check for cracks in the wheel and report any you find.
5. DO NOT grind non ferrous materials.
6. Only one person may operate this machine at any one time.



## OPERATIONAL SAFETY PROCEDURES

1. Stand to the side of the wheels when starting up.
2. Let the wheels gain maximum speed before starting to grind.
3. Slowly move the workpiece across the face of the wheel in a uniform manner.
4. Do NOT grind on the side of the wheel.
5. Never force the workpiece against a wheel. Apply gentle even pressure.
6. Do NOT hold workpiece with gloves, cloth, apron or pliers.
7. Do NOT attempt to hold very small objects by hand.
8. Do NOT bend down near the machine while it is running.
9. Never leave the machine running unattended.

## POTENTIAL HAZARDS

- Rotating parts – Entanglement
- Sparks
- Eye injuries
- Hot metal – Burns
- Noise
- Sharp edges and burs

## POST OPERATION

1. Turn off the machine and wait until the grinding wheel comes to a complete stop.
2. Leave the machine and work area in a safe, clean and tidy condition.
3. Dispose of any waste material in the appropriate bins provided.