

# SAFE WORK PROCEDURES

## DISC SANDER



### SPECIAL INSTRUCTIONS:

1. Electrically powered machine tools must only be used on circuits protected by safety switch or RCD.
2. **Loose clothing, jewellery or gloves MUST NOT BE WORN when using moving machinery.**

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Electrical shock Loose parts Flying objects  Slips and falls	Inspect lead and plug for wear or damage, and ensure power outlet is safe. Inspect all screws, bolts and nuts to ensure that all parts are secured. Inspect sanding disc for wear, tears or damage before use. Check gap between table and disc – should not exceed 1.5mm. Ensure area around machine is swept to remove dust from floor.	Do not use faulty equipment. Tighten or replace loose parts. Replace disc if worn or damaged. Adjust table if gap too wide. Keep work area clean.
2. Operation	Abrasive disc  Flying objects  Toxic dust	Keep hands and fingers clear of sanding disc while sanding – use holding tool or aid when sanding small items. Maintain control of item being sanded to prevent unwanted movement. Sanding must only be carried out on side of disc running in <b>DOWNWARD</b> direction – <b>NEVER</b> attempt to sand on upward running side of disc. Allow sanding disc to cut at its own speed – do not force work on to disc. Check material being sanded to assess any risk of toxic dust while sanding. Exhaust dust collector should be used when toxic dust generated.	<b>Do not use gloves</b> when sanding. Use push block or push stick. <b>Eye protection</b> must be worn. Ensure that work is placed flat on table while sanding.  <b>Dust mask</b> must be worn when sanding MDF or craftwood.
3. Cleaning and maintenance	Moving parts  Dust and flying objects  Replacement of sanding disc	Always ensure that power to machine is switched off before cleaning or maintaining sander. Use brush or tool to remove build up of sanding residue. Use low pressure air to blow dust from cooling vanes of electric motor. Use suitable solvent leaner and scraper to remove adhesive residue. Ensure backing plate is clean and free of old adhesive before fitting disc. Use only recommended adhesives to hold disc to backing plate.	De-energise machine before cleaning or maintenance. Wear <b>eye protection and dust mask</b> when cleaning sander. Wear <b>gloves</b> when cleaning. Follow disc manufacturer's instructions when replacing.

### PRECAUTIONS:

The following precautions are to be observed in areas where these procedures are carried out.

