

# SAFE WORK PROCEDURES FLOOR SANDER



## SPECIAL INSTRUCTIONS:

- Persons using a floor sander must only use the machine in accordance with the manufacturer's operating instructions.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. General precautions	Electric shock  Unauthorised entry	Sander and leads must be tested and a current test tag attached at plug end. Regularly inspect full length of lead for cuts or crushing damage. Always use electrical tools on a circuit protected by RCD or safety switch. Ensure that area to be worked on is secured from unauthorised entry.	Do not use if out of test. Do not use faulty lead. Do not use on unprotected circuit. Post "no entry" signs at entrances.
2. Pre-start checks	Accidental operation Faulty or missing parts Loss of control Damage to machine Cuts from sharp edges	Unplug machine before inspection, cleaning or maintenance. Inspect all casings and housings for faults, loose or missing screws, etc. Ensure that all controls operate correctly and turn off when released. Check floor to be sanded for nails or other obstructions. Ensure that correct belt is fitted and correctly adjusted for task to be done. Inspect belt, and replace if torn, worn or damaged. Ensure that dust collector bag is securely fitted, and not torn or damaged.	Replace or repair faulty parts. Do not use if faulty. Punch nails before sanding. Wear <b>gloves</b> when handling sharp objects.
3. Handling and transport	Over-exertion/strain injury	Tilt machine back to keep sanding drum above floor surface when moving. Obtain assistance to load and unload machine when access is difficult. Ensure that machine is securely restrained from movement for transporting.	Observe correct handling practice.
4. Operation	Accidental movement Over-exertion/strain Harmful exposures	Follow manufacturer's instructions when using floor sander. Use legs to move machine – do not force by using arms and shoulders only. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.	Wear <b>eye and hearing protection</b> Observe correct handling practice. Wear <b>P1 particulate dust mask</b> .
5. Cleaning and maintenance	Moving parts  Harmful exposure Electric shock	Disconnect machine from power supply before working on sander. Remove built up residue from sander drum and rollers, and inside of housing. Avoid breathing dust. Avoid water entry into electric motor when washing exterior of machine.	Unplug machine before work. Wear <b>cut-resistant gloves</b> . Wear <b>P1 particulate dust mask</b> . Wipe down - do not hose down.

## PRECAUTIONS:

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



Maintenance of floor sanders

