

## Safe Work Procedure Shop – Opening November 2015

Save time and improve your safety compliance by using our easily downloaded safe work procedures (SWP) in your school or workplace.

Key features include:

- **Readability** - each procedure is proofed by Occupational Therapists using the [\*Flesch-Kincaid Readability Test\*](#) to ensure it will be easily understood by the average 12 year old. The average adult in Australia has a reading age ability of an average 13 year old. Most Safe Work Procedures found in work places require a Year 11 reading age ability (eg. same as Time Magazine).
- **Safety compliance** - developed by accredited safety auditors in consultation with machine operators.
- **Display Effectiveness** - design and graphics crafted to facilitate easy reading from 1 metre.
- **Fully editable** using *Word* for when changes are required.

SWPs available from November 2015 (see sample next page)

Fixed Equipment			
Abrasive Cut Off Saw	Saw Metal Bandsaw	Walk Behind Rotary Cultivator (petrol)	Pneumatic Nail Gun
Air Compressor Fixed	Saw Panel	<b>Hand Held/Portable Equipment</b>	Reciprocating Saw
Bench Shears	Saw Power Hacksaw	Air Compressor Portable	Router Table
Buffing Machine	Saw Radial Arm	Angle Grinder	Router, Palm (small)
Wood Lathe Disc Sander	Saw Vertical Panel (Wall Saw)	Biscuit Joiner	Router, Plunge or Fixed Base
Drill Press	Saw, Scroll	Blow Moulder	Sander, Belt
Folder Pan Brake Electromagnetic	Shaping Machine	Blower Petrol	Sander, Orbital
Folder Pan Brake Manual	Spindle Moulder	Concrete Mixer	Sander, Sheet
Grinder Pedestal or Bench	Spot Welder (Pedestal)	Cordless Angle Grinder	Saw Circular
Guillotine Hydraulic	Surface Planer	Cordless Hand Drill	Saw Cold
Guillotine Light Sheet Metal	Thickener	Cordless Jigsaw	Saw Compound Mitre
Lathe Metal	<b>Grounds/Gardens Equipment</b>	Cordless Nail Gun	Saw, Metal Cut Off
Lathe Wood	Blower Vacuum (Electric)	Cordless Palm Router	Saw, Scroll
Milling Machine	Brush Cutter / Line Trimmer	Cordless Reciprocating Saw	Soldering Iron, (electric)
Mortiser Chisel Pedestal	Chainsaw (electric)	Cordless Sander	Spot Welder (hand held)
Oven, Convection (for thermoplastics)	Chainsaw (petrol)	Doweling Machine	Staple Guns (narrow crown)
Router CNC	Chipper / Shredder (petrol)	Hand Drill (electric hand)	Strip Heater, Bender
Sander Belt Disc	Edger (petrol)	Hot Air Gun	Trolley Jack
Sander Bobbin	Fertiliser Spreader	Hot Glue Gun	Vacuum Former (Bench)
Sander Disc	Forklift Truck	Hot Wire Poker	<b>Welding</b>
Sander Drum	Handheld Edger (petrol)	Jigsaw	MIG Welder
Sander Linisher	Power Blower (petrol)	Metal Nibbler	MMA Welder
Saw Band	Ride On Mower	Mortising Machine (bench)	Oxy Welder
Saw Cold Fixed	Walk Behind Mower	Planer (electric hand)	Plasma Cutter
			TIG Welder

# Safe Work Procedure – Belt Disc Sander

## Hazards

- Burns from hot work piece
- Dust and ejected waste
- Skin abrasions from sanding surface

<Insert photo of equipment or delete cell>

## Required Personal Protective Equipment



## Safe Work Instructions

### Pre Operation

1. Gloves must not be worn.
2. Only one person to use the machine at any one time.
3. Ensure you know how to work the Emergency Stop Button.
4. Inspect the sanding belt/disc for cracks and uneven wear, replace if required.
5. Ensure the dust extraction is on.

### During Operation

6. Never sharpen tools, sand very small items or metal.
7. Check that the gap between the table and the disc is no more than 2 mm.
8. Ensure that you or bystanders are not positioned in the direct line of the sander belt.
9. Allow machine to reach full speed before sanding.
10. Always place the work piece on the table on the downward travel side of the disc, so the disc helps to hold it down on the table surface.
11. Hold material firmly against stops or table before applying pressure on abrasive.
12. Keep fingers clear of disc or belt while sanding.
13. Never leave the machine unattended while it is running.
14. Stop the sander before making adjustments.

### Post Operation

15. Switch off the machine.
16. Leave the machine and work area clean and tidy.