

# Disc Sander

## Safe Operating Procedure

**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given Teacher permission**

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ The isolating switch should be in the OFF position. The machine must be isolated from the main electricity supply when not in use.
- ✓ The work area should be clean and free of dust and other obstacles.
- ✓ The table should move freely and be free of all material except the workpiece.
- ✓ Check that the dust extraction system is working properly.
- ✓ Ensure all guards are correctly fitted and secured.
- ✓ Check the condition of the abrasive on the disc. Also examine the disc for uneven wear and for nicks or tears on the edges.
- ✓ Ensure that the disc is the correct one for the sanding operation.



### OPERATIONAL SAFETY CHECKS

- ✓ Ensure that the workpiece rests flat on the table at all times.
- ✓ Allow the disc to reach maximum speed before applying sanding pressure.
- ✓ Never stand in a direct line with the face of the disc when the machine is running.
- ✓ Keep hands far away from the abrasive disc when the machine is running.
- ✓ When the sanding operation is finished, switch the sander off and wait till the disc is stationary before leaving the work area.



Safety glasses must always be worn in work areas.



Long and loose hair must be contained.



Enclosed leather footwear must be worn in work areas.



Close fitting/protective clothing must be worn.



Safety masks must be worn.

### ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Reset all guards to a fully closed position.
- ✓ Leave the machine in a safe, clean, and tidy state.



This SWP 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 compliment training and as a reminder to users prior to equipment use.

#### Approval of SOP – Version 1

Name:

School:

Date of Installation:

Date of Review:

Signature: