

Safe Operating Procedure

Bench Grinder



PERSONAL SAFETY



PRE OPERATIONAL SAFETY CHECKS

- Locate and ensure you are familiar with all machine operations and controls;
- Ensure all guards are fitted, secure and functional;
- Do not operate if guards are missing or faulty;
- Check workspaces and walkways to ensure no slip/trip hazards are present;
- Ensure the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm;
- Check that the wheels are running true and are not glazed or loaded;
- Check for cracks in the wheel, report any you find and do not use.

POTENTIAL HAZARDS

- Hot metal;
- Sparks;
- Noise;
- Sharp edges and burrs;
- Hair/clothing getting caught in moving machine parts;
- Wheels 'run on' after switching off;
- Eye injuries.

OPERATIONAL SAFETY PRACTICES (CONTROLS)

- Stand to the side of the wheels when starting up;
- Let the wheels gain maximum speed before starting to grind;
- Only one person may operate this machine at any one time;
- Slowly move the workpiece across the face of the wheel in a uniform manner.

DO NOT:

- **Use faulty equipment. Immediately report any suspect machinery;**
- **Hold workpiece with gloves, cloth, apron or pliers;**
- **Grind non-ferrous metals;**
- **Grind on the side of the wheel;**
- **Hold small objects by hand;**
- **Leave the machine running unattended;**
- **Bend down near the machine while it is running;**
- **Force the workpiece against a wheel.**

HOUSEKEEPING

- Switch off the machine when work completed;
- Clean up and absorb any coolant spills immediately;
- Leave the machine in a safe, clean and tidy state.