

Safe Work Instruction - Grinder - Bench

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Protective body clothing must be worn

POTENTIAL HAZARDS AND RISKS

- i** **Electrical Shock or Burn**
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- i** **Cutting, Stabbing or Puncturing**
Injury from sharp edges or burrs
Injury from sharp or flying object
Injury from contact with moving parts
Injury due to wheels 'run on' after switching off
- i** **Exposure to Dust/Fumes**
Exposure to Dust
Exposure to Toxic Fumes
- i** **Slip, Trips, Falls**
Slip, trip, fall due to workspace and walkways not being made clear
- i** **Other**
Contact with hot or cold parts of plants
Hearing damage from excessive noise
Injury due to plant malfunction or misuse
- i** **Entanglement**
Entanglement in moving parts

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure the wheels do not touch the work rest and that the gap between the 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 and report any you find

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Stand to the side of the wheels when starting up
- ✓ Let the wheels gain maximum speed before starting to grind
- ✓ Slowly move the work piece across the face of the wheel in a uniform matter
- ✓ Only one person may operate plant at any one time
- ✓ Coolant spilt on the floor should be immediately absorbed and removed
- ✓ Before making adjustments bring plant to a complete standstill and isolate

ENDING OPERATIONS

- ✓ Switch off the plant when work is completed

- ✓ Allow plant to cool before performing any maintenance or cleaning
- ✓ Ensure plant is left in good working order and in a safe, clean and tidy condition

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not grind non-ferrous metals
- ✗ Do not grind on the side of the wheel
- ✗ Do not force the work piece against the wheel
- ✗ Do not bend down near the machine whilst it is running
- ✗ Do not hold work piece with gloves, cloth, apron or pliers
- ✗ Do not hold small objects by hand
- ✗ Do not leave plant running unattended
- ✗ Do not wear loose jewellery or clothing
- ✗ Do not use mobile phone while operating plant

*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.