

## Safe Work Instruction - Sander - Belt/Disc

**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.



Protective body clothing must be worn



Foot protection must be worn

### POTENTIAL HAZARDS AND RISKS

- Entanglement**  
Entanglement in moving parts
- Cutting, Stabbing or Puncturing**  
Injury from sharp or flying object  
Injury from contact with moving parts
- Slip, Trips, Falls**  
Slip, trip, fall due to workspace and walkways not being made clear
- Other**  
Burn injury  
Irritation from excessive dust
- Manual Task Injury**  
Manual task injury from awkward body posture
- Struck by Moving Object**  
Struck by moving object due to work pieces being ejected
- Exposure to Dust/Fumes**  
Exposure to Dust

### 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 table is set no more than 2mm from disc (fixed belt sander)
- ✓ Ensure dust bag is attached and in good condition
- ✓ Stand out of the direct line of the abrasive disc at all times
- ✓ Start the dust extraction unit before using the machine (if applicable)
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Only one person must operate this machinery at any one time
- ✓ Ensure the operator be positioned out of direct line of abrasive belt at all times
- ✓ Allow machine to reach maximum revolutions before operating to avoid over loading
- ✓ Always place material on the table on the downward side of the disc travel to hold it down on the table service (fixed belt sander)

- ✓ Hold material firmly against stops or table before applying pressure on abrasive (fixed belt sander)
- ✓ Keep fingers clear of disc or belt while sanding
- ✓ Before making adjustments bring plant to a complete standstill

### ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Ensure plant is in good working order and stored in the appropriate location

### DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not sharpen tools with the sander
- ✗ Do not try to sharpen metal items
- ✗ Do not attempt to sand very small items
- ✗ Do not wear gloves while operating this machine
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

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