**Personal Protective Equipment and Clothing.**

**DO NOT** use this machine unless you have been instructed in its safe use and

operation and have been given permission.

**Finishing Operations and Housekeeping.**

**🗸** Switch off the machine when all work is completed.

**🗸** Leave the machine in a safe, clean, and tidy state.

**Don’t.**

X Do not use faulty equipment. Immediately report any suspect machinery.

X Do not sand very small items.

X Do not sharpen tools with the sander.

X Never leave the machine running attended.

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| --- | --- | --- | --- |
| A\* | *For use by trained staff only. Use by anyone else strictly prohibited.* | A | *For use by adult employees (18+) who have received and signed the safe use paperwork. No lone working.* |
| B | *For use by adult employees (16+) who have received and signed the safe use paperwork. Lone working Permitted.* | C | *For use by all employees under the supervision of adult employees who have received and signed the safe use paperwork. Adult lone working permitted.* |

**Operational Safety Checks.**

**🗸** Only one person may operate this machine at any one time.

**🗸** Allow machine to reach maximum revolutions before operating to avoid overloading.

**🗸** Always place material on the table on the downward side of the disc travel to hold it down on the table surface.

**🗸** Hold material firmly against stops or table before applying pressure on abrasive.

**🗸** Keep fingers clear of disc or belt while sanding.

**🗸** Before making adjustments, switch off and bring the machine to a complete standstill.

**Pre-Operational Safety checks.**

**🗸** locate & ensure you are familiar with all machine operations and controls.

**🗸** Ensure all guards are fitted, secure & functional. Do not operate if guards are missing or faulty.

**🗸** Check workspaces and walkways to ensure no slips, trips & falls hazards are present.

**🗸** Ensure the table is set not more than 2mm from disc.

**🗸** Check belts and discs are in a serviceable condition.

**🗸** Always stand out of the direct line of the abrasive belt.

**🗸** Start the dust extraction unit before using the machine.

**Potential Hazards and Injuries.**

**¡** Abrasions.

**¡** Burns to skin.

**¡** Eye injuries.

**¡** Excessive dust inhalation.

**¡** Slips, trips & falls.

**¡** Materials ejection.

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| Safety Glasses Must Be Worn | Signs &amp; Symbols | Safety glasses must be worn at all times. | WEAR DUST MASK PROTECTION SAFETY SYMBOL SELF ADHESIVE VINYL STICKERS SAFETY  | eBay | Dust mask or other RPE must be worn |  | Jewelry & watches forbidden. |
| Wear Safety Boots Signs - from Key Signs UK | Safety footwear must be worn at all times in work areas. | Do Not Wear Gloves Symbol Sign | PVC Safety Signs | Gloves must not be worn |  | Close fitting/protective clothing to be worn |
| Safety operating procedures | Long & loose hair must be contained. |  |  |  |  |

**This safe Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with the manufacturer’s guidance. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-training exercise on the safe use of the equipment.**