



Title	Grinder Safety Procedure
Procedure	Grinder Safety Procedure 001
Date Approved	05/2017
Next Review	05/2018 or when a new machine or attachment is purchased or being used in the workshop for the first time by a member.
Distribution	All members
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\Grinder Safety Procedure 001.doc
Author	Geoff Crapp
Other relevant documents	Induction to machines procedure, Machines Safety Procedure, Dust Collector Procedure, Workshop Attendance procedure, Electrical Leads and electrical safety checks procedure
Document History	
Version	Notes
001	Second Issue no changes made.



SAFE OPERATING PROCEDURES

Pedestal/Bench Grinder

DO NOT use this machine unless you have been instructed in its safe use and operation and then been approved and registered in the club as authorised to use it.



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Hearing protection must be used when using this machine.

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

PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure no slip/trip hazards are present.
2. Ensure all guards and safety shields are in position before starting the grinder.
3. Ensure that the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
4. Check that wheels are running true and are not glazed or loaded.
5. Locate and ensure you are familiar with the operation of the ON/OFF starter.
6. Faulty equipment must not be used. Immediately report any suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Stand to the side of the wheels when starting up.
2. Let the wheels gain maximum speed before starting to grind.
3. Do not grind on the side of the wheel.
4. Small objects must not be held by hand.
5. Never leave the machine running unattended.
6. Do not bend down near the machine whilst it is running.
7. Never force the work piece against a wheel.
8. Slowly move the work piece across the face of the wheel in a uniform manner.
9. Coolant spilt on the floor should be immediately absorbed.

HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.