

## Standard Operating Procedure- Electric Sander SAFE WORK METHOD STATEMENT

### PPE:



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 worn when using this machine.



Dust mask must be worn

### Pre Operational Safety Checks:

- Ensure electric sander is tested and tagged. Inspect the power cord, extension lead, plugs, sockets and power outlet for damage.
- Ensure worker is trained and competent in using electric sander.
- Ensure work area is safe and suitable.
- Ensure all efforts are taken so far as reasonably practicable to keep power lead off slipway floor and away from water.
- Ensure all other workers are aware the electric sander will be in use.
- Examine work piece for any areas that may cause damage to the sanding pad or injury to the operator and measures are taken to control risk.
- Ensure the work piece is supported and secure.
- Gloves are not to be worn.

### Operational Safety Checks:

- Ensure all other persons are clear of the immediate work area.
- Keep all body parts clear of the sanding pad.
- Keep power cord clear of sanding pad.
- Do not switch off electric sander whilst under load, except in an emergency.
- Allow electric sander to reach operating speed before applying to work piece.
- Keep electrical cord clear of water, grease, oil, machines and sources of heat.
- Do not leave the electric sander running and only use the electric sander hand held.
- Do not touch work piece immediately after sanding, as it may be hot.

### House Keeping:

- Avoid trip hazards & prevent damage to electrical cords.
- Do not walk on, wheel objects over, or drop materials/tools on flexible electrical cords.
- Clean bench and work area & place all waste material in bin.
- Clean material residue off electric sander.

- Any faults with machine recorded and communicated with the rest of the workers.
- Return electric sander & rolled up extension leads to storage area.
- Never carry machine by power lead.

**Potential Hazards:**

- Movement of work piece.
- Inhalation of fumes and dust particles.
- Burns from hot materials and friction.
- Electrocution from power faults, faulty equipment or incorrect use.
- Eye injury from loose debris.