

Standard Operating Procedure- Electric Buff 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.

Pre Operational Safety Checks:

- Ensure electric buff 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 buff.
- 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 buff will be in use.
- Examine work piece for any areas that may cause damage to the buff 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 buff pad.
- Keep power cord clear of buff pad.
- Do not switch off electric buff whilst under load, except in an emergency.
- Allow electric buff 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 buff running and only use the electric buff hand held.
- Do not touch work piece immediately after buff, 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 buff.
- Return electric buff & rolled up extension leads to storage area.
- Any faults with machine recorded and communicated with the rest of the workers.
- Ensure buff pads are washed or replaced after use.
- 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.
- Muscle strain