




SAFE WORK PROCEDURES

FLOOR EDGER

SPECIAL INSTRUCTIONS: Always read and follow manufacturer’s operating instructions for the particular brand and type of edge sander to be operated.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. General precautions	Electric shock Loss of control	Check that edger has a current electrical test tag attached to power lead. Use portable safety switch if using equipment on unprotected circuit. Keep leads clear of sander while operating. Check condition of handles on machine, retighten screws if loose.	Do not use equipment if out of test. Do not use equipment without safety switch. Do not allow sander to contact leads. Do not use faulty equipment.
2. Pre-start checks	Electric shock Dust Moving parts	Inspect casing and leads; check controls for faults or defects before use. Inspect dust bags, and repair or replace if worn or damaged. Unplug machine or switch off at socket to prevent accidental operation when changing or replacing sanding disc.	Do not use faulty electrical equipment. Always use correct tools to undo and retighten retaining bolt or screw. Do not over-tighten.
3. Operation	Noise Flying objects Dust Slips, trips and falls Over-exertion/strain injury	Sander may produce harmful noise levels while operating. Protect eyes from flying dust particles and airborne dust while sanding. Regularly empty dust collector bag to ensure good pickup of dust. Suitable respiratory protection may be required where quantities of airborne dust occur during sanding. Sweep or vacuum area after sanding to remove dust from floor. Avoid injury to knees when working in kneeling position. Maintain good posture to avoid strain injury while using sander.	Wear hearing protection . Wear eye protection . Avoid breathing sander dust. Wear P1 particulate dust mask . Keep other persons clear of work area during sanding and until area is cleaned of dust. Wear knee pads to avoid injury to knees. Observe correct manual handling practices.
4. Cleaning and maintenance	Moving parts Dust	Switch off and unplug from socket before cleaning or maintaining sander. Use only correct tools to disassemble and reassemble sander body. Use brush to remove dust build up from disc guard and sander body. Empty dust bag carefully into a sealable waste bag for disposal. Electrical repairs must only be carried out by a competent person.	Do not work on machine if plugged in. Use tools provided with sander. Do not use compressed air to blow dust from sander. No unauthorised repairs to be carried out.

<p>PRECAUTIONS: The following precautions are to be observed in areas where these procedures are carried out.</p>	  	
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