

SAFE WORK PROCEDURES FLOOR GRINDER

SPECIAL INSTRUCTIONS:			
<p>1. Only those persons who have been instructed in the safe use of and who are authorised to do so are to operate a floor grinder.</p> <p>2. Operation of the machine must be carried in accordance with the manufacturer's operating instructions.</p>			
Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. General precautions	Electric shock Unauthorised entry	Grinder and leads must be tested and a current test tag attached at plug end. Regularly inspect full length of lead for cuts or crushing damage. Always use electrical tools on a circuit protected by RCD or safety switch. Ensure that area to be worked on is secured from unauthorised entry.	Do not use if out of test. Do not use faulty lead. Do not use on unprotected circuit. Post "no entry" signs at entrances.
2. Pre-start checks	Faulty or missing parts Over-exertion/strain injury Loss of control Grinding wheel failure	Inspect all casings and housings for faults, loose or missing screws, etc. Adjust handle to comfortable position (approximately waist height) for user. Ensure that all controls operate correctly and turn off when released. Check that grinding heads are correct for type of floor to be ground. Inspect grinding heads for cracks or faults which may cause failure in use. Ensure that water tank is filled before carrying out wet grinding.	Replace or repair faulty parts. Ensure handle locked in position. Do not use if faulty. Observe manufacturer's manual when replacing grinding heads.
3. Handling and transport	Over-exertion/strain injury	Ensure that wheels are in good condition and turn freely on axles. Do not tilt machine back beyond balance point when moving. Use ramp to pull machine up onto vehicle, or to roll down from vehicle. Secure machine against movement when transporting.	Exercise care not to tilt machine back beyond balance point. Observe correct handling practice. Strap or tie machine securely.
4. Operation	Accidental movement Over-exertion/strain injury Harmful exposures	Follow manufacturer's instructions when using floor grinder. Use legs to move machine – do not force by using arms and shoulders only. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas. Wear suitable hearing protectors in areas if harmful noise levels present.	Stop grinder before tilting back. Observe correct handling practice. Wear P1 particulate dust mask, or use water to grind concrete.
5. Cleaning and maintenance	Moving parts Harmful exposure Electric shock	Disconnect machine from power supply before working on grinder heads. Remove built up dust and residue from underside of grinder guard. Avoid breathing dust (especially concrete dust) when emptying bag or bin of dust extractor unit (if connected). Avoid water entry into electric motor when washing exterior of machine.	Always disconnect before working on moving parts of machinery. Wear P1 particulate dust mask when emptying dust collector. Wipe down - do not hose down.

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