


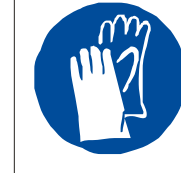



# SAFE WORK PROCEDURES

## FLOOR SANDER

**SPECIAL INSTRUCTIONS:** Persons using a floor sander must only use the machine in accordance with the manufacturer’s operating instructions.

| Task sequence               | Identified hazards in task   | Key processes to be followed  | Precautions / PPE required   |
|-----------------------------|--|---|--|
| 1. General precautions      | Electric shock<br><br>Unauthorised entry   | Sander and leads must be tested and a current test tag attached at plug end.<br>Regularly inspect full length of lead for cuts or crushing damage.<br>Always use electrical tools on a circuit protected by RCD or safety switch.<br>Ensure that area to be worked on is secured from unauthorised entry.   | Do not use if out of test.<br>Do not use faulty lead.<br>Do not use on unprotected circuit.<br>Post “no entry” signs at entrances.           |
| 2. Pre-start checks         | Accidental operation<br>Faulty or missing parts<br>Loss of control<br>Damage to machine<br>Cuts from sharp edges | Unplug machine before inspection, cleaning or maintenance.<br>Inspect all casings and housings for faults, loose or missing screws, etc.<br>Ensure that all controls operate correctly and turn off when released.<br>Check floor to be sanded for nails or other obstructions.<br>Ensure that correct belt is fitted and correctly adjusted for task to be done.<br>Inspect belt, and replace if torn, worn or damaged.<br>Ensure that dust collector bag is securely fitted, and not torn or damaged. | Replace or repair faulty parts.<br>Do not use if faulty.<br>Punch nails before sanding.<br>Wear <b>gloves</b> when handling sharp objects.   |
| 3. Handling and transport   | Over-exertion/strain injury  | Tilt machine back to keep sanding drum above floor surface when moving.<br>Obtain assistance to load and unload machine when access is difficult.<br>Ensure that machine is securely restrained from movement for transporting.   | Observe correct handling practice.   |
| 4. Operation                | Accidental movement<br>Over-exertion/strain injury<br>Harmful exposures  | Follow manufacturer’s instructions when using floor sander.<br>Use legs to move machine – do not force by using arms and shoulders only.<br>Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.  | Wear <b>eye and hearing protection</b><br>Observe correct handling practice.<br>Wear <b>P1 particulate dust mask</b> .                       |
| 5. Cleaning and maintenance | Moving parts<br><br>Harmful exposure<br>Electric shock   | Disconnect machine from power supply before working on sander.<br>Remove built up residue from sander drum and rollers, and inside of housing. Avoid breathing dust.<br>Avoid water entry into electric motor when washing exterior of machine.   | Unplug machine before work.<br>Wear <b>cut-resistant gloves</b> .<br>Wear <b>P1 particulate dust mask</b> .<br>Wipe down - do not hose down. |

|  |                     |   |  |   |                          |   |   |
|--|---------------------|---|--|---|--------------------------|---|---|
| <p><b>PRECAUTIONS:</b><br/>The following precautions are to be observed in areas where these procedures are carried out.</p> | General precautions |  |  |  | Cleaning and maintenance |  |  |
|  |                     |   |  |   |                          |   |   |