










Scouts SA – Safe Operating Procedure

WHS-SOP-001

BENCH GRINDER

DO NOT use this equipment unless you have been instructed in its safe use and operation, and have been given permission

PRECAUTIONS

	Safety glasses must be worn at all times in work areas.		Long and loose hair must be contained.		Hearing protection must be used.
	Sturdy footwear must be worn at all times in work areas.		Close fitting/protective clothing must be worn.		Rings and jewellery must not be worn.
	Gloves must not be worn when using this power tool				

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with manufacturer's instructions. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Version: 1.2 Last reviewed: 22/03/2021 Review due: 22/03/2023

Document Controller Risk and Compliance Manager Page 1 of 2

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Locate and ensure you are familiar with all machine operations and controls
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm.
- ✓ Deeply grooved wheels should be dressed before use.
- ✓ Check that the wheels are running true and are not glazed or loaded. Dress wheel if required
- ✓ Check for cracks in the wheel and report any you find.

OPERATIONAL SAFETY CHECKS

- ✓ Ensure front safety shields are fitted and in the 'down' position.
- ✓ Stand to the side of the wheels when starting up.
- ✓ Let the wheels gain maximum speed before starting to grind.
- ✓ If wheel is vibrating, shut down grinder, wait for wheel to stop rotating and inspect for damage or uneven wear.
- ✓ Only one person may operate this machine at any one time.
- ✓ Ensure the work piece is properly supported on the rest when grinding.
- ✓ Use light pressure and slowly move the work piece across the full face of the wheel in a uniform manner.

DRESSING WHEELS

- ✓ Inspect wheels on dressing tool and replace as required.
- ✓ Turn off the grinder.
- ✓ Loosen rest and adjust out so tangs of dressing tool fit between rest and wheel and dressing discs can touch the grinder wheel when the handle of the dresser is lifted upwards.
- ✓ Remove tool and switch grinder on.
- ✓ Reinsert wheel and bring discs into contact with wheel.

- ✓ Using a transverse to-fro motion, apply light pressure to the wheel face and continue dressing the wheel until a smooth surface is achieved.
- ✓ Remove tool, switch grinder off, re-adjust the rest.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Hot metal.
- ⓘ Sparks.
- ⓘ Noise.
- ⓘ Sharp edges and burrs.
- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Wheels 'run on' after switching off.
- ⓘ Eye injuries.

DON'T

- ✗ Do not use faulty equipment. Immediately report any suspect machinery.
- ✗ Do not hold workpiece with gloves, cloth, apron or pliers.
- ✗ Do not grind non-ferrous metals.
- ✗ Do not grind on the side of the wheel.
- ✗ Do not hold small objects by hand.
- ✗ Never leave the machine running unattended.
- ✗ Do not bend down near the machine while it is running.
- ✗ Never force the workpiece against a wheel.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Version: 1.2 Last reviewed: 22/03/2021 Review due:22/03/2023

Document Controller Risk and Compliance Manager Page 2 of 2