2. Safe work procedure title and basic description of activity

Title: Disc Sander

Description of activity: Using a disc sander for the removal of paint and rust from metal components, or for removing paint from timber.

3. List Hazards and risk controls as per risk assessment

<table>
<thead>
<tr>
<th>Associated risk assessment number and location:</th>
<th>Potential hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>No separate Risk Assessment, or HIRAC performed for this SWP. All hazards have been identified, with control mechanisms listed. Provided all controls are followed, the likelihood of injury is low.</td>
<td>Abrasions.</td>
<td>Remain fully focused on the job – do not permit disturbances in the workplace.</td>
</tr>
<tr>
<td></td>
<td>Eye injuries.</td>
<td>Safety glasses are to be worn for this work.</td>
</tr>
<tr>
<td></td>
<td>Excessive dust.</td>
<td>Only perform in a well ventilated work space: either proper mechanical ventilation or in the open air.</td>
</tr>
<tr>
<td></td>
<td>Burns to skin.</td>
<td>Avoid touching the job immediately after completion, as it can be very hot through friction.</td>
</tr>
<tr>
<td></td>
<td>Unsecured material being flung around.</td>
<td>Take care to clamp job appropriately if needed, prior to sanding. Heavy work jobs may not require clamping. Periodically inspect the condition of the sanding disc to minimize the likelihood of the disc fragmenting or disintegrating and flying off the sander.</td>
</tr>
<tr>
<td></td>
<td>Generation of paint fumes</td>
<td>Only perform in a well ventilated work space: either proper mechanical ventilation or in the open air.</td>
</tr>
</tbody>
</table>

4. List resources required including personal protective clothing, chemicals and equipment needed

**PERSONAL PROTECTIVE EQUIPMENT**

- Safety glasses must be worn at all times in work areas.
- Long and loose hair must be contained.
- Sturdy footwear must be worn at all times in work areas.
- Close fitting/protective clothing must be worn.
- Gloves must not be worn.
- Respiratory equipment may be required.

5. List step by step instructions or order for undertaking the task

**PRE-OPERATIONAL SAFETY CHECKS**

- Ensure material to be sanded poses no hazard. Consult the manufacturers' Material Safety Data Sheets (MSDS) for specific technical data and precautionary measures for any unusual materials or coatings on materials sanded with this equipment.
- Locate and ensure you are familiar with all machine operations and controls
- Ensure NO flammable or combustible materials are present nearby.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Ensure there is adequate lighting and ventilation in the area of operation.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
✓ Check the table is set not more than 2mm from disc.
✓ Check the abrasive disc is in a serviceable condition and well secured.
✓ Check the abrasive disc is the appropriate type for the material to be sanded.
✓ Start the dust extraction unit before using the machine.

OPERATIONAL SAFETY CHECKS
✓ Allow machine to reach maximum revolutions before operating to avoid overloading or disc damage.
✓ Always place material on the table on the downward side of the disc. This will hold it down on to the table surface.
✓ Hold material firmly against the table before applying pressure on the abrasive disc.
✓ Use light pressure only against the disc.
✓ If the material gets hot stop sanding while you can still hold it and cool it down before continuing.
✓ Keep hands clear of the abrasive disc while sanding.
✓ Before making adjustments, switch off and bring the machine to a complete standstill.

ENDING OPERATIONS AND CLEANING UP
✓ Switch off the machine when work completed.
✓ Leave the machine in a safe, clean and tidy state.

DON'T
✗ Do not use faulty equipment. Immediately report suspect equipment.
✗ Do not sand very small items.
✗ Do not sand items of a size that may become caught between the disc and the table.
✗ If the material gets hot stop sanding while you can still hold it and cool it down before continuing.
✗ Do not slow down the wheel with the workpiece. Grinding at less than the proper (full) speed will tear grit out of the disc/belt reducing its life.
✗ Never leave the machine running unattended.

6. List emergency shutdown procedures
Release on/off trigger, and/or remove power lead from power point.

7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances
This machine can generate sparks. Perform sanding procedures away from flammable liquids, gases and combustible materials at all times. This will thus eliminate the likelihood of a fire and exposure to hazardous substances. Spills are not a likely event.

8. List Clean up and waste disposal requirements
Remove accumulated metal particles and timber/paint particles from the area. These are not recyclable, so put into general waste stream.

9. List legislation used in the development of this SWP
AS/NZS 3760:2010, In-service safety inspection and testing of electrical equipment.

10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:
Metal Trades Craftsman's Certificate, or equivalent.

10b. List competency of Assessor
David Beech – Senior Technical Officer (Physics) – BSc (Eng)

11. Supervisory approval, And review
Supervisor: Gemma Thompson
Signature:

Responsibility for SWP review: Gemma Thompson  Date of review: 9th August 2013
In signing this section the assessor/authorisor agrees that the following persons are competent in following this SWP.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date Competent</th>
<th>Name of Assessor/Authoriser</th>
<th>Assessor/Authoriser signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew McVicar</td>
<td></td>
<td>9(^{th}) August 2013</td>
<td>David Beech</td>
<td></td>
</tr>
<tr>
<td>Marcel Kaegi</td>
<td></td>
<td>9(^{th}) August 2013</td>
<td>David Beech</td>
<td></td>
</tr>
<tr>
<td>Rattan Bhandari</td>
<td></td>
<td>9(^{th}) August 2013</td>
<td>David Beech</td>
<td></td>
</tr>
<tr>
<td>Ces Delapez</td>
<td></td>
<td>9(^{th}) August 2013</td>
<td>David Beech</td>
<td></td>
</tr>
<tr>
<td>Michael Paterson</td>
<td>See Physics file</td>
<td>6(^{th}) October 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terry Pfeiffer</td>
<td>See Physics file</td>
<td>6(^{th}) October 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETER KERR</td>
<td></td>
<td>25 Sept 13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>