

STANDARD OPERATING PROCEDURES

Bench Grinder

DO NOT use this machine unless you have received authorization from the Shop Coordinator



Face shield must be worn at all times when using this machine.



Sturdy closed-toe footwear must be worn at all times in work areas.



Hearing protection must be used.



Gloves must not be worn when using this machine



Long and loose hair must be contained.



Close fitting/protective clothing must be worn. Roll up long sleeves.



Rings and jewelry must not be worn.

Potential Hazards and Injuries

- Hair /clothing / gloves getting caught in rest and wheel (entanglement or amputation possible).
- Flying swarf and chips (eye injury).
- Sharp edges and burrs (cuts).
- Wheel disintegrating under load (high velocity wheel pieces causing penetrating injury / death).

Pre-Operational Safety Checks

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure grinder is securely fastened to the bench top.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Ensure the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1/8 inch.
- Ensure that tongue guard is no greater than 1/4 inch from the wheel surface.
- Check that the wheels are running true and are not glazed or loaded.
- Check for cracks in the wheel and report any you find.

Safe Practices During Operation

- Stand to the side of the wheels when starting up.
- Let the wheels gain maximum speed before starting to grind.
- Only one person may operate this machine at any one time.
- Slowly move the workpiece across the face of the wheel in a uniform manner.

Ending Operations and Cleaning Up

- Switch off the machine when work completed.
- Clean up and absorb any coolant spills immediately.
- Leave the machine in a safe, clean and tidy state.

DON'T

- Do not use faulty equipment. Immediately report any suspect machinery.
- Do not attempt service before disconnecting power and applying lockout device to plug.
- 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.

SOP must be used in conjunction with an effective training program