

## STANDARD OPERATING PROCEDURES

# Spindle Sander

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



Safety glasses must be worn at all times.



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



Hearing protection must be used.



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

- ⚠ Rotating spindle (entanglement).
- ⚠ Contacting moving components (skin abrasion/burn).
- ⚠ Moving objects/kickback (blunt force injuries).
- ⚠ Noise (hearing damage).
- ⚠ Flying dust (eye/respiratory).

### Pre-Operational Safety Checks

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Check sanding sleeves for wear, tear, cracks and flaws. Discard faulty sleeves.
- ✓ Ensure the sander is equipped with the correct size throat piece (insert ring) for the size of spindle.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Start the dust extraction unit before using the machine.
- ✓ Unplug and lock-out machine before attempting any maintenance.

### Safe Practices During Operation

- ✓ Ensure material to be sanded is of correct size/shape and can be held safely during operation.
- ✓ Turn on the sander and allow the spindle to reach speed before making contact with the workpiece.
- ✓ When sanding the interior of a circular piece, ensure the sander is off prior to placing the workpiece over the spindle and hold it securely to the table not touching the spindle. Turn on the sander and let it get up to speed before making contact with the workpiece.
- ✓ Machine only stock which rests securely on the table.

- ✓ Slowly move the work piece across the face sanding sleeve opposite the spindle rotational direction in a uniform manner.
- ✓ Apply firm and even pressure without forcing material into the sanding sleeve.
- ✓ Keep hands in sight and clear of all moving parts.
- ✓ Before making adjustments switch off the sander, bring the machine to a complete standstill and isolate the machine.

### Ending Operations and Cleaning Up

- ✓ Switch off the machine and wait for it to completely stop.
- ✓ When sanding the interior of a circular piece, adjust the workpiece so it is not touching the spindle and hold it securely. Turn the sander off and wait for it to completely stop prior to removing the piece from around the spindle.
- ✓ Leave the machine in a safe, clean and tidy state.
- ✓ Return all tooling and fixtures to the correct storage location.
- ✓ Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin.

### DON'T

- ⊗ Do not use faulty equipment. Immediately report suspect machinery.
- ⊗ Do not use sanding sleeves that shows signs of wear, tear, cracks and flaws.
- ⊗ Do not reach past the rotating spindle.
- ⊗ Do not start the sander with the spindle touching the workpiece. Allow the spindle to reach full speed first.
- ⊗ Do not attempt to sand very small items.
- ⊗ Do not leave the machine running unattended.

***SOP must be used in conjunction with an effective training program***