

SOP – Floor Grinder / Sander

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process.

Additional training may be required for high risk plant. Site and task may change required PPE.

NOTE: Refer to SOP Disturbing or removing Silica

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

				
Hearing	Hardhat	Safety	Hi Viz	Boots

OTHER SIGNAGE

						
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POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Plant & equipment	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Utilities & Services	Electrical

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

Licence or VOC Required: Yes - VOC

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Services isolated where necessary

- ✓ Public is protected
- ✓ Property is protected
- ✓ Ensure all personnel nearby wear appropriate PPE
- ✓ Drum or disc is the right size and right type for the machine
- ✓ Drum or disc is in good working condition
- ✓ Drum or disc speed matches the saw drive speed
- ✓ Shaft and flanges are clean and undamaged
- ✓ Drum or disc fits securely over the shaft
- ✓ Shaft nut is tightened against the outside flange
- ✓ Drive belt is at the correct tension
- ✓ Throttle trigger and interlock
- ✓ Slide control/stop switch
- ✓ Handles are free from oil and dirt
- ✓ Fuel system for leaks
- ✓ Water supply to wet cutting Drum or disc

- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Pre-operational Safety Checks - Electric

- ✓ Check that the machine has been tested and tagged and in period
- ✓ Check that the electrical cord is in good condition
- ✓ Use residual current circuit breaker
- ✓ Check operating voltage is correct
- ✓ Machine is switched OFF before connecting
- ✓ Ensure power cable cannot meet moving parts

Pre-operational Safety Checks - Fuelled

- ✓ Inspect fuel lines, tank, and area around carburetor for fuel leaks.
- ✓ Check that all guards are in place and operational
- ✓ Ensure adequate ventilation

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Selected Plant

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Clear the working area of obstacles
- ✓ Check that the locations of all services are marked/disconnected
- ✓ Mark the exact location of the cut
- ✓ Exclusion zone established
- ✓ Install signage
- ✓ During operations, close the doors and cover the gaps around the door
- ✓ Open the windows
- ✓ Provide dust extraction if needed
- ✓ Keep hands, feet and loose clothing away from all moving parts
- ✓ Always disconnect power source before changing Blades, pads or discs
- ✓ Stop the machine immediately if damage to the machine is suspected

- ✓ The handle of the machine is removable for transportation and the height can be adjusted as required - Ensure the Handle Clamp, located on the handle bracket, is **FIRMLY TIGHTENED** before use

Doing

- ✓ Tilt machine back so that the drum is not in contact with the floor
- ✓ To start press the starter button
- ✓ To stop, press the RED button
- ✓ Use the machine slowly and steadily,
- ✓ Be sure to RAISE the drum at both the beginning and the end of cut

Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- × Use if plant is faulty. Tag-out and report fault to your supervisor
- × Leave plant running unattended
- × Overreach
- × Contact machine with body
- × Contact machine with other workers
- × Work alone
- × lift the back of the machine to increase pressure on the drum
- × Concentrate on any "high spots" but continue to work the whole area
- × "BUMP" the machine down
- × Use mobile phone while operating plant
- × Alter this SOP without Management approval

Applicable Legislation / Standards:

✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage work health and safety risks](#)

[Managing the work environment and facilities](#)

[Managing risks of plant in the workplace](#)

[Traffic management for construction or maintenance work](#)

Standards

AS 1319 Safety signs for the occupational environment

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

ISO45001 OH&S management systems

ISO 31000 Risk management

Attachment of Abrasive Paper to Sander Drum

- Ensure the operating switch is “OFF” and plug is disconnected from mains supply socket
- Tilt the machine back so that the handle rests on the floor
- Lift back the front cover to expose the drum
- Prepare the abrasive paper by flexing both ends on the edge of a table to make each end “CURL” inwards
- Loosen the screws on the drum clamp bar until the bar is approximately 10mm clear of drum
- Insert one edge of the abrasive sheet under clamp bar
- Rotate the drum a full circle, then insert the second edge of the abrasive sheet, smooth under until the sheet is “SKINTIGHT” around the drum
- Hold the abrasive sheet tightly around the drum and screw down the clamp bar securely
- Leave the abrasive sheet on the drum after use
- If the abrasive sheet should break up, switch “OFF” immediately, remove the broken sheet and replace
- Inspect the FAN INTAKE and remove any broken pieces of the abrasive sheet which may be found.
- Frequent checks on the security of the retaining screws during the use of the machine

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker’s induction file for signed documents