SAFE WORK INSTRUCTION
BUFFING MACHINE

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses must be worn at all times.
- Safety footwear must be worn.
- Long or loose hair must be contained.
- Close fitting / protective clothing must be worn.
- Rings and jewellery must not be worn.
- Gloves must not be worn.

POTENTIAL RISKS

1. Work can be snatched if improperly presented to buffing wheel.
2. Hair/ clothing/ gloves can be caught in moving machine parts.
3. Eye injuries can be caused by dust and fragments.

DON'Ts

- Do not use faulty equipment. Immediately report suspect equipment to your supervisor.
- Do not hold work with gloves, apron, material or clothing.
- Do not use the side of the buffing wheel to polish work.
- Never leave the machine running unattended.
- Do not bend down near machine while it is running.

PRE-OPERATIONAL SAFETY CHECKS

✓ 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 both ends of the machine spindle are covered at all times.
✓ Use an appropriate type of mop and polishing compound for the task.

OPERATIONAL SAFETY CHECKS

✓ Only one person may operate this machine at a time.
✓ Use the front of the wheel only.
✓ Work only below the centre of the spindle.
✓ Support small work with a wooden backing.
✓ Hold work so the edges cannot catch.

ENDING OPERATIONS AND CLEANING UP

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