# SAFE WORK INSTRUCTION

## BENCH GRINDER

### PERSONAL PROTECTIVE EQUIPMENT

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Equipment</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕶️</td>
<td>Safety glasses</td>
<td>Must be worn at all times.</td>
</tr>
<tr>
<td>🎁</td>
<td>Safety footwear</td>
<td>Must be worn.</td>
</tr>
<tr>
<td>🧑‍⚕️</td>
<td>Hearing protection</td>
<td>Must be worn.</td>
</tr>
<tr>
<td>🧷</td>
<td>Close fitting / protective clothing</td>
<td>Must be worn.</td>
</tr>
<tr>
<td>✖️</td>
<td>Long or loose hair</td>
<td>Must be contained.</td>
</tr>
<tr>
<td>✖️</td>
<td>Rings and jewellery</td>
<td>Must not be worn.</td>
</tr>
</tbody>
</table>

### POTENTIAL RISKS

1. Disintegrating wheel.
2. Hot metal.
3. Sparks.
5. Sharp edges and burrs.
6. Hair/clothing getting caught in moving machine parts.
7. Wheels ‘run on’ after switching off.
8. Eye injuries.

### DON’TS

- ✗ Do not use faulty equipment. Immediately report any suspect machinery to your supervisor.
- ✗ Do not hold workpiece with gloves, cloths, 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.
- ✗ Never bend down near the machine while it is running.
- ✗ Never force the workpiece against a wheel.

### PRE-OPERATIONAL SAFETY CHECKS

- ✔ Locate and ensure you are familiar with all machine operations and controls.
- ✔ Ensure all guards are fitted, secure and adjusted. 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 2 mm.
- ✔ Check that the wheels are running true and are not glazed or loaded.
- ✔ Check for cracks in the wheel and report any you find.

### OPERATIONAL SAFETY CHECKS

- ✔ 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 a 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.
- ✔ Leave the machine in a safe, clean and tidy state.
- ✔ Leave the surrounding area in a tidy state.