







(Your Business Name Here) – Safe Work Procedure

BENCH GRINDER

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT

-  Safety glasses must be worn at all times in work areas.
-  Long and loose hair must be contained.
-  Hearing protection must be used.
-  Sturdy footwear must be worn at all times in work areas.
-  Close fitting/protective clothing must be worn.
-  Rings and jewellery must not be worn.

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.
- ✓ 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 1.5mm.
- ✓ 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 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.

POTENTIAL HAZARDS AND INJURIES

-  Hot metal.
-  Sparks.
-  Noise. Sharp edges and burrs.
-  Hair/clothing getting caught in moving machine parts.
-  Wheels 'run on' after switching off.
-  Eye injuries.

DON'T

- ✗ Do not use faulty equipment. Immediately report any suspect machinery.
- ✗ 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.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.