

# SOP/SSOP | Bench Grinder

This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

Procedure Reference	Effective Date	Revision Date	Approval Date
14	7/11/2020 3:02pm	7/11/2020 4:26pm	7/11/2020 4:26pm

**DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.**

COMPULSORY PPE	AS NEEDED PPE
<p>FOOT PROTECTION MUST BE WORN</p> <p>PROTECTIVE CLOTHING MUST BE WORN</p> <p>EYE &amp; HEARING PROTECTION MUST BE WORN</p>	<p>HAND PROTECTION WORN</p> <p>FACE SHIELD MUST BE WORN IN THIS AREA</p>

## PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure no slip/ trip hazards are present.
2. Ensure all guards and safety shields (spark deflectors) are in position before starting the grinder.
3. Check that electrical cords are not damaged.
4. Ensure that the grinding wheels are properly 'dressed' and that wheels do not touch the tool rest and that the gap between wheel and rest is no greater than 1.5 mm.
5. Check that grinding wheels are running true (regularly dressed) and are not glazed or loaded.
6. Locate and ensure you are familiar with the operation of the ON/OFF start switch and the Emergency Stop button (where fitted).
7. Faulty equipment must not be used. Immediately report and repair any damaged machinery.

## OPERATIONAL SAFETY CHECKS

1. Stand to the side of the wheels when starting up.
2. Let the wheels gain maximum speed before starting to grind.
3. Do not grind on the side of the wheel.
4. Small objects must not be held by hand.
5. Workpiece must never be held with gloves, cloth, apron or pliers.
6. Never leave the machine running unattended.
7. Do not bend down near the machine whilst it is running.
8. Never force the workpiece against a wheel.
9. Slowly move the workpiece across the face of the wheel uniformly. Do not use the side of the grinding wheel to grind workpieces.
10. Coolant spilt on the floor should be immediately cleaned up with absorbent material.

### HOUSEKEEPING

1. Switch off the grinder at the end of work and switch off at power point.
2. Check that power leads have not been damaged during use.
3. Clean swarf and leave the machine in a safe, clean and tidy state

### POTENTIAL HAZARDS

1. Hot metal – use appropriate tools to manage heat
2. Sparks – fit spark arresters
3. Noise – wear approved hearing protection
4. Eye injury – wear approved eye PPE

### SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:

- COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE STANDARD OPERATING PROCEDURE
- UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISORS TO ENSURE SOP'S ARE SIGNED OFF

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