

SOP (BENCH GRINDER)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	BENCH GRINDER					
HAZARDS	Flying debris	<input checked="" type="checkbox"/>	Heat / cold	<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>
	Cuts / laceration	<input checked="" type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	Rollover	<input type="checkbox"/>
	Pinch / crush	<input type="checkbox"/>	Noise / vibration	<input checked="" type="checkbox"/>	Plant interaction	<input type="checkbox"/>
	High pressure	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
PPE REQUIRED						

PRE-START CHECKS

1. Inspect the grinder for damage or defects, including the power cord and plug.
2. Check the tool rests to ensure they are adjusted to within 1/8 inch of the grinding wheels.
3. Verify that grinding wheels are free from cracks and properly secured.
4. Ensure that eye shields are in place and not damaged.
5. Confirm that the area around the grinder is clear of flammable materials and debris.
6. Make sure the grinder is securely mounted to the bench.
7. Check that the wheels are appropriate for the material being worked and for the speed of the grinder.
8. Test the emergency stop function, if available.
9. Secure loose clothing, hair and jewellery before use.

SAFE OPERATING PROCEDURE

1. Standing to one side, turn on the grinder and allow it to reach full speed before using.
2. Reposition to the front of the grinder. Maintain a proper stance: feet shoulder-width apart for stability, avoid reaching too far.
3. Keep fingers and hands clear of the rotating wheel.
4. Hold the workpiece firmly while lowering it to the wheel gradually.
5. Use the tool rest as support during grinding.
6. Apply steady, light pressure without forcing the workpiece into the wheel.
7. Do not grind on the side of the wheel, unless it is specifically designed for side grinding.
8. Never leave the grinder running unattended.

POST-OPERATION PROCEDURE

1. Turn off the grinder and wait for the wheels to come to a complete stop.
2. Disconnect grinder from the power source.
3. Clear away any debris and clean the work area.
4. Check the grinder for any new signs of wear or damage.
5. Store all tools and accessories in their designated places.
6. Report any defects or problems noted during use or inspection.
7. Document the maintenance and usage log, if applicable, for future reference and compliance.