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| #1 Process (if applicable) | Sanding of wood, plastics, and soft metals |
| #2 Equipment | Belt Sander |
| #3 Personal Protective Equipment (PPE) | * Eye protection
* Ear protection
* Dust mask
* Minimum shop PPE
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| #4 Environmental /Ventilation controls. | * Ensure the equipment is secure so it does not move when in use.
* Make sure the dust collection is turned on and the blast gates to the tool are open
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| #5 Required training or approval  | * Belt/disc sander training
* Review and observe general safety practices outlined in the MKRSPC MNL.
* Refer to the manufacturer’s operating manual for all operating procedures.
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| #6 Inspection requirements before use | * Ensure the disc and belt are not damaged. No missing, loose or frayed parts.
* Ensure work tables are not more than 2-3mm away from abrasives.
* Plan your work to ensure free work piece movement and prevent interference.
* Ensure appropriate guarding is in place.
* Inspect general condition of working area.
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| #7 Safe operating procedures or precautions | * Ensure all other students are clear of immediate work area (spark path).
* Keep fingers, hands and materials free from pinch points when machine is running.
* Allow abrasive to reach speed (when starting) before slowly moving work piece toward disc/belt.
* Use smooth, slow fluid motions. Never make abrupt fast movements.
* Increase cutting/grinding/sanding force gradually.
* Avoid excessive force and leaning into the sander.
* Angle work to favor the direction of abrasive movement.
* Use entire abrasive area when grinding to ensure even wear of belts and discs.
* Turn machine off to make any adjustments. Unplug for maintenance (disc/belt changes).
* Turn off the machine and wait for it to stop spinning before leaving.
* Brushing off sanding dusts.
* Ensure disk and belt are still in good condition. If not notify the technician a member of staff.
* If there are any questions regarding safety, ask a staff member for help.
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| #8 Chemicals/ spill procedures/waste disposal | Check the dust collection system and make sure it is properly maintained and dust is removed frequently. |
| Author Signature: Date:  |