

 <b>DALHOUSIE</b> UNIVERSITY <i>Inspiring Minds</i>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> June 2015
<b>Safe Work Instructions</b> for <b>Portable Grinders</b>	<i>Responsible Unit:</i> Trade Services	<i>Revisions:</i> January 2017

**Hazards Identified:**

Flying objects, slippery floors, defective grinding wheels, moving grinding wheel, sparks as an ignition source, hot materials, dust, electrocution

**Personal Protective Equipment Required:** (Depending on the work certain items may not be required.)

Appropriate safe footwear, safety gloves, safety goggles or glasses, face shield, hard hat, apron, respiratory protection, ear protection, fire extinguisher,

**Training Required:**

Proper Operation of Portable Grinders

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only properly trained competent employees are allowed to operate this equipment.
2. DO NOT use this equipment for any purposes other than those intended by the manufacturer.
3. Required PPE must be worn at all times during the operation of this equipment.
4. Check the grinder, its power cord and plug, guards before each use.
5. Check all grinding wheels for cracks or any other defects before use.
6. Clean and service grinders as recommended by the manufacturer and keep a written record of maintenance.

7. Do not use equipment that is defective or malfunctioning, tag as unusable and ensure it is repaired or replaced.
8. Ensure that all repairs are performed by a competent person. And that maintenance records are kept.
9. Do not use grinding wheels that are cracked.
10. Do not use grinders that vibrate or operate roughly during use.
11. Ensure that the wheel speed marked on the wheel is equal to or greater than the maximum speed of the grinder.
12. Always install grinding wheels following the manufacturer's recommended procedures.
13. Ensure guards are in place and adjusted to fit the user.
14. Replace damaged or missing guards before using grinder.
15. Always check the area where work is to be performed to ensure it is clear of debris and not slippery.
16. Always hold the grinder with both hands during use.
17. Hold the grinder away from you when it starts.
18. Drape the power cord over your shoulder to keep it away from the grinding wheel and the item being ground.
19. Do not use grinders near flammable materials.
20. Do not clamp a portable grinder in a vise to grind hand held work, USE a proper bench grinder.
21. Do not attempt to cool a grinder wheel by adding coolants.
22. Do not use excessive force in mounting or tightening a grinding wheel.
23. Do not put a grinder down until the wheel has stopped revolving.
24. Ensure that grinders are cleaned after (and before) use and stored properly, away from areas where the grinder or wheel may be damaged.