

 DALHOUSIE UNIVERSITY Facilities Management Belt Sanders Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> February 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trade Services	Shop: Carpentry	
Hazards Identified: Electrical shock, dust, noise, abrasions from moving sanding belt,		
Personal Protective Equipment Required: Safety boots, safety glasses or goggles, face shield, hearing protection, respiratory protection,		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

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

General Precautions

1. Only properly trained and experienced employees are to operate this piece of equipment.
2. Read and review the owner's manual regularly to maintain your understanding of this equipment.
3. Required PPE must be used at all times during the operation of this equipment.
4. Always follow the information provided in the manufacturer's manual.

5. Always check the sander and power cord, for obvious defects, to ensure they are in good working condition.
6. Only use properly grounded extension cords with this tool.
7. Check all extension cords prior to use to ensure they are safe to use.
8. Check the sanding belt for wear and for tears prior to use.
9. Replace worn or tattered sanding belts.
10. Always use a sander with a dust collector.
11. Always shut the sander off and disconnect it from the power source before replacing the sanding belt, making adjustments or emptying the dust collector.
12. Never install a sanding belt that is a different size than the pulley drum.
13. Ensure that sanding belts are installed in the direction indicated on the belt and the sander.
14. If the sanding belt appears to shift, check the belt tensions and make necessary adjustments to ensure that it runs true and at the proper rpm's.
15. Make sure that the belt sander is turned OFF before connecting to a power outlet.
16. Always use two hands to operate the sander, one on the trigger handle and one on the handle at the front of the sander.
17. Never allow your hands, loose fitting clothing, dangling objects or long hair get near the belt while it is turning.
18. Keep the power cord and/or extension cord away from the area being sanded.
19. Clean dust from the sander motor and vents on a regular basis.
20. Turn the sander on before making contact with the item to be sanded.
21. Clamp small pieces of wood in place for sanding.
22. Do not use excessive pressure when moving the sander, let it do the work.