

 DALHOUSIE UNIVERSITY Facilities Management Mounted Belt and Disc Sander Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> May 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trades Services	Shop: Carpentry	
Hazards Identified: Flying objects, exposed moving parts, noise, pinch points, fire, dust		
Personal Protective Equipment Required: Safety footwear, safety goggles or glasses, respiratory protection, safety gloves		
Training Required: Proper Operation of Fixed Belt and Disc Sanders		

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. Always follow the manufacturer's instructions for use and maintenance.
4. Required PPE must be worn at all times during the operation of this equipment.
5. Do not wear gloves or loose fitting clothing when operating this equipment.
6. Ensure that long loose hair is tucked up under a hat before using this equipment.

7. Check the power cord, plug and equipment before each use.
8. Ensure that the equipment and adjacent floor area are free of debris.
9. Ensure that there is nothing on the floor that can create a slipping hazard.
10. Ensure that the dust collection system is connected to the equipment and that it is operating.
11. Clean the sander and dust collector before sanding different types of materials.
12. Ensure that power switch is in the OFF position before plugging the equipment into an electrical outlet.
13. Do not allow the material to be sanded to make contact with the sanding surface before starting the sander.
14. Ensure that a safe clearance (maximum of 1/16 of an inch) is maintained between the table and sanding surface.
15. Always support the material being sanded with a table, mitre guage or backstop when sanding with the belt.
16. Ensure that the material being sanded is held firmly.
17. Avoid standing in awkward positions, awkward operations and awkward hand positions.
18. To avoid kickback:
 - a. Always feed the material against the downward rotation side of the disc sander.
 - b. Always feed the material against forward rotation of the belt sander
19. Always turn the machine OFF and disconnected from the power source before cleaning or performing maintenance.
20. Do not sand very small or, very thin items that cannot be safely held and / or controlled.
21. Do not attempt to sand or polish any objects made of magnesium.