

Safe Work Practice (SWP)

Name of Task Belt Sander	
Department/Unit: Trades Programs, and Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved safety footwear, hearing protection, protective hair covering to contain long hair or hair is to be tied to the back and dust protection if in dusty conditions. No loose fitting clothing.	
Hazards: Loose knots or foreign materials in wood, cuts. Lacerations, dust/debris irritation and noise	
Required Training:	<ul style="list-style-type: none"> Successful completion of safety unit and test. Training in-house by individuals, experienced and knowledgeable with the tool. Operators Manual.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks:- <ul style="list-style-type: none"> Ensure no slip/trip hazards are present in workspace and walkways Make all adjustments with power cord unplugged Faulty equipment must not be used. Immediately report suspect equipment Locate and ensure you are familiar with the operation of the ON/OFF starter Disconnect power supply before changing or adjusting belts. Do not attempt to sand very small items, sharpen tools, sand metal or leave this equipment running unattended. Empty dust collector bag and securely re-attach. Ensure power switch is on OFF position before plugging in.
2	Wear specified Personal Protective Equipment.
3	Inspect sanding belts before using them. Replace those belts worn or frayed. Secure the sanding belt in the direction shown on the belt and the machine.
4	Clamp the stock into place or use a "stop block" to prevent movement. Do not work on unsecured stock unless it is heavy enough to stay in place.
5	Adjust sanding belt tension to keep the belt running true and at the same speed as pulley drum.
6	Use two hands to operate sander – one on trigger and the other on a front handle knob.
7	Keep all cords clear of sanding area during use.
8	Do not use sander without an exhaust system or a dust collector present that is in good working order. Empty the collector when ¼ full.
9	Do not exert excessive pressure on a moving sander. The weight of the sander supplies adequate pressure for the job.
10	Turn belt sander OFF. Allow the belt sander to stop revolving before setting machine down.
	Post-Operational Safety Checks:- <ul style="list-style-type: none"> Clean up dust and debris with POWER OFF.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify</i>	

Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completed by and Date:

Approved by:

Last Reviewed/Revised by and Date:

Note: This task will be monitored periodically to ensure compliance and effectiveness.