

Safe Work Practice (SWP)

Name of Task Bench and Pedestal Grinder	
Department/Unit: Trades Programs, and Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye Protection, CSA approved footwear, hearing protection, dust protection, protective hair covering to contain long hair or hair is to be tied at the back. No loose fitting clothing,	
Hazards: Cuts, lacerations, dust/debris irritation, noise, and sparks/debris	
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"> Make all adjustments with POWER OFF. Ensure area is free from flammable materials. Usage will produce sparks. Ensure no slip/trip hazards are present in workspace and walkways.. Make all adjustments with power cord unplugged. Make sure guards are installed and are working properly. Faulty equipment must not be used. Immediately report suspect equipment. Locate and ensure you are familiar with the operation of the ON/OFF starter. Ensure that the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5 mm. Check that the wheels are running true and are not glazed or loaded.
2	Wear specified Personal Protective Equipment.
3	Turn POWER ON, stand to the side and allow motor to come to full speed before using. Dress grinding wheel with appropriate tool as needed.
4	Grind only on the face of the wheel, never the sides.
5	Hold work piece flat against worktable keeping fingers a minimum of 5 cm away from the grinding face. Hold small pieces of stock in a jig or holding device to prevent injuries to the fingers or hands.
6	Move the work back and forth across the wheel face.
7	Post-Operational Safety Checks:- <ul style="list-style-type: none"> Clean up dust and debris with POWER OFF.
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.	
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 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.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.