



Safe Work Practice (SWP)

Name of Task: Bench and Pedestal Grinder	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations:	
<ul style="list-style-type: none"> • Eye Protection Required • Face-Shield Required • CSA Approved Safety Footwear Required • No jewelry, watches, rings, necklaces etc. • No loose fitting clothing • Approved Dust Mask Required • Protective Apron Required • Long or loose hair must be tied back or contained • Hearing Protection Required 	
Hazards:	
<ul style="list-style-type: none"> • Cuts, and lacerations • Sparks/Debris • Noise 	
Required Training	<ul style="list-style-type: none"> • Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices) • Shop safety orientation • Read and understand SWP • For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none"> • Inspect required personal protective equipment and replace if required. • Check workspaces and walkways to ensure no slip/trip hazards are present. • Ensure securely bolted in place. • Ensure all guards and safety shields are in position before starting the grinder. • Disconnect power supply before changing grinding wheel or making adjustments. • Ensure that the wheels do not touch the work rest and that the gap between wheel and rest is no greater than 1.5mm (1/16 inch). • Check that wheels are running true and are not glazed or loaded. • Locate and ensure you are familiar with the operation of the ON/OFF starter. • Faulty equipment must not be used. Immediately report any suspect machinery.
Prohibited Activities	<ul style="list-style-type: none"> • Workpiece must never be held with gloves (exception for medical grade nitrile or latex gloves), cloth, or apron. • Grinding non-ferrous metals • Do not leave this equipment running unattended • The RPM of the grinding machine should never exceed the maximum RPM of the grinding wheel
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE)
2	Make all adjustments with POWER OFF. Adjust tool rest to within 1.5 mm (1/16 inch) of the wheel face.
3	Make sure all guards are in place, properly adjusted, and secured.
4	Inspect grinding wheel for cracks or damage before use.
5	Ensure area is free of flammable materials. Usage will produce sparks.
6	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.

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7	Grind only on the face of the wheel, never the sides.
8	Hold work piece flat against worktable keeping fingers a minimum of 2.5 cm (1 inches) away from grinding wheel face. Hold small pieces of stock in a jig or holding device to prevent injuries to the fingers or hands.
9	Move the work back and forth across the wheel face.
10	Clean up dust and debris with POWER OFF.
	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p>Housekeeping</p> <ul style="list-style-type: none"> • Switch off the machine and reset all guards to a fully closed position. • Leave the machine in a safe, clean and tidy state. • When servicing equipment (ex. changing a grinding wheel), power must be disconnected.
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: 1/20/2020	Approved by: Catherine Black – Dean, Trades
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.