




Safe Work Practice (SWP)

Name of Task: Belt Disc Sander	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations:	
<ul style="list-style-type: none"> • Eye Protection Required • Long or loose hair must be tied back or contained • No loose-fitting clothing • No jewelry, watches, rings, necklaces etc. • CSA Approved Safety Footwear required • Hearing Protection Required • Approved Dust Mask if Required 	
Hazards:	
<ul style="list-style-type: none"> • Loose knots or foreign materials in wood • Cuts, lacerations and amputations • Dust/debris irritation • Noise • Projectile work pieces from improper clamping • Fingers pinched 	
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. • Ensure no slip/trip hazards are present in workspaces and walkways. • Make sure guards, if present, are installed and are working properly. • Faulty equipment must not be used. Immediately report suspect machinery. • Locate and ensure you are familiar with the operation of the ON/OFF starter. • Set up worktable or mitre gauge at correct angle (up to 45°) • Ensure that table is no more than 1/8" or 3mm from belt or disc
Prohibited Activities	<ul style="list-style-type: none"> • Attempting to sand very small items • Attempting to sharpen tools • Attempting to sand metal • Do not leave this equipment running unattended
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Open dust chute and turn on dust collector.
3	Make all adjustments with POWER OFF.
4	Adjust worktable to provide minimum clearance between the belt and the table, with
5	Inspect abrasive belts before using them. Replace belts worn, frayed, or excessively worn in spots.
6	Turn POWER ON and check tracking of sanding belt.

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7	Hold work piece flat against worktable keeping fingers a minimum of 5 cm (2 inches) away from abrasive surface. Hold small or thin pieces of stock in a jig or holding device to prevent injuries to the fingers or hands.
8	Sand on the downward side of a disc sander so that the work piece is driven onto the table by the machine's rotation.
9	Begin operation: press work piece lightly and slowly against belt or disc.
10	Push stop button, wait for sanding belt or disc to stop.
11	Clean up dust and debris from tool and surrounding area 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"> • Ensure equipment is off. • Ensure the equipment is safe, clean and tidy before you leave it. • Ensure ventilation openings and switch levers are kept clean and free of foreign matter. • When servicing equipment (ex. changing a grinding wheel), power must be disconnected.
Responsibilities, Completion and Review	
<p><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></p>	
Completed by and Date: Ashley Ritchie, 1/28/2021	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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