






SPECIAL INSTRUCTIONS:

1. Electric power tools should not be used unless the operator has received training or has been fully instructed in the safe use of the tool.
2. Appropriate personal protective equipment must be worn when using power tools.
3. Electric power tools must only be used on circuits protected by a residual current device (RCD) and/or safety switch.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Electric shock Cuts, lacerations	Check casing for damage, cracks and missing screws. Inspect lead and plug for damage; current test tag must be attached. Make sure that controls operate smoothly. Where applicable, ensure that guards are fitted and operating correctly. Check suitability of belt or disc for work to be performed. Check belt or disc for wear and damage. Ensure that handles and grips are fitted firmly, and do not move.	If any damage, missing parts, or out of test, do not use machine – arrange for immediate repairs. Do not use tools without guards. Do not use unsuitable belt or disc, replace if worn or damaged.
2. Replacement of belts and discs	Moving parts Cuts, lacerations Foreign body in eye	Unplug machine before carrying out maintenance. Place machine on firm, stable surface or bench to carry out maintenance. Use correct (supplied) spanners and tools to loosen belt. Use brush to clean dust and debris from guards, spindles and backing plates. Ensure spindle thread is undamaged, and that backing plate sits flush. Ensure that disc speed matches that of sander, and that the width of belts or diameter of discs matches that of the sander. Mount belts or discs in accordance with manufacturers' instructions.	Wear gloves when handling rough or sharp parts. Wear eye protection if using compressed air for cleaning. Do not use incompatible belts or discs. Ensure all surfaces are clean.
3. Preparation of work area	Slips, trips and falls	Ensure that floor or working surface is free from rubbish and debris, and that a good foothold is available for persons using sanding tools.	Keep work areas clean.
4. Operation	Flying particles Cuts, lacerations Foreign body in eye Noise Dust Vibration	Always work so that dust and debris are directed away from body. Always cut away from the body – never cut towards the body. Moving edges of belts or discs will cut if in contact with skin. Avoid dust and debris in eyes – eye protection must be worn. High noise levels may be present when sanding in enclosed or restricted areas. Provide mechanical ventilation where dust generated by the work process will hang in the air, and will be breathed in or lodge in eyes. Uneven surface being ground will cause movement of sander in hands. If excessive vibration, switch sander off and inspect belt or disc for damage.	Keep hands clear of sander. Wear eye protection. Wear hearing protection. Wear suitable particulate dust mask or respirator. Wear gloves to reduce the effects of vibration.

Task sequence	Identified hazards in task	Key processes to be followed	Precautions / PPE required
5. Control of dust	Dust bags Extraction system	Empty dust bags regularly, and inspect for tears or damage. Consider connection to extraction system if high volume of sanding work is to be carried out.	Replace torn or damaged bags.
5. Special precautions	Toxic or harmful dust Risk of fire Risk of electric shock	Medium density fibreboard (MDF) (Craftwood) contains a formaldehyde based adhesive which is toxic, and dust must not be inhaled. Prevent entry of persons into areas where MDF is being worked on. Asbestos based materials must never be sanded. Fine sawdust is extremely and readily combustible. Take care to not expose leads to damage from the work process. Always ensure that users of power tools are protected from electric shock.	Type P2 particulate dust mask or respirator must be worn. No unauthorised entry. No smoking in areas where sawdust may be present. Keep leads off floor. Always use safety switch or RCD.
6. Storage	Damage to tools Risk of personal injury	Power tools should be stored in a purpose-built case or container designed to protect them from damage. Where possible, ensure that sufficient supplies of personal protective equipment which will be required when the tool is used are available with the tool.	

<p>PRECAUTIONS: The following precautions are to be observed, and suitable safety and warning signs as indicated should be displayed in areas where these tools are used</p>						
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