

SPECIAL INSTRUCTIONS:

1. Electrically powered machine tools must only be used on circuits protected by safety switch or RCD.
2. Loose clothing, jewellery or gloves **MUST NOT BE WORN** when using moving machinery.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. Pre-start checks	Electrical shock Loose parts Flying objects Moving parts Slips and falls	Inspect lead and plug for wear or damage, and ensure power outlet is safe. Inspect all screws, bolts and nuts to ensure that all parts are secured. Inspect sanding drum belt and stock feed belt for wear, tears or damage. Ensure that all guards are correctly fitted before using machine. Ensure area around machine is swept to remove dust from floor.	Do not use faulty equipment. Tighten or replace loose parts. Replace belts if worn or damaged. Do not use without guards. Keep work area clean.
2. Operation	Abrasive belt Flying objects Toxic dust	Keep hands and fingers clear of sanding belt while sanding – use holding tool or aid when sanding small items (eg, push block or push stick). Maintain control of item being sanded to prevent unwanted movement. Allow sander to cut at its own speed – do not force work through machine. Ensure that persons do not stand in line with material being sanded. Ensure that maximum safe load on extension tables is not exceeded. Check material being sanded to assess any risk of toxic dust while sanding. Exhaust dust collector must be used when toxic dust generated.	Do not use gloves when sanding. Eye protection must be worn. Do not start machine while drum is in contact with stock. Keep persons clear of risk area. Check load limit before use. Dust mask must be worn when sanding MDF or craftwood.
3. Cleaning and maintenance	Moving parts Dust and flying objects Replacement of sanding belt Replacement of conveyor belt	Always ensure that power to machine is switched off before cleaning or maintaining sander. Use brush or tool to remove build up of sanding residue. Use low pressure air to blow dust from cooling vanes of electric motor. Refer to manufacturer’s instruction manual when replacing sanding belt. Ensure that tensioning tool is removed and cover replaced before use. Ensure that belt is correctly tensioned to ensure correct feeding of work. Ensure that tension rollers on sanding head provide correct pressure on work being fed through machine to eliminate risk of kickback.	De-energise machine before cleaning or maintenance. Wear eye protection and dust mask when cleaning sander. Ensure that belt ends are properly inserted into holding slots. Use tracking control to centre belt. Check sanding drum alignment after replacing conveyor belt.

PRECAUTIONS:
The following precautions are to be observed in areas where these procedures are carried out.



