

**SPECIAL INSTRUCTIONS:**

1. Only those persons who have been instructed in the safe use of and who are authorised to do so are to operate a floor grinder.
2. Operation of the machine must be carried in accordance with the manufacturer’s operating instructions.
3. Concrete dust contains respirable crystalline silica – floor grinder should be fitted with dust collector system to minimise spread of dust to atmosphere.

| Sequence                    | Identified hazards  | Key processes to be followed   | Precautions / PPE required  |
|-----------------------------|---|--|---|
| 1. General precautions      | Electric shock<br><br>Unauthorised entry  | Grinder and leads must be tested and a current test tag attached at plug end.<br>Regularly inspect full length of lead for cuts or crushing damage.<br>Always use electrical tools on a circuit protected by RCD or safety switch.<br>Ensure that area to be worked on is secured from unauthorised entry.   | Do not use if out of test.<br>Do not use faulty lead.<br>Do not use on unprotected circuit.<br>Post “no entry” signs at entrances.  |
| 2. Pre-start checks         | Faulty or missing parts<br>Over-exertion/strain injury<br>Loss of control<br>Grinding wheel failure | Inspect all casings and housings for faults, loose or missing screws, etc.<br>Adjust handle to comfortable position (approximately waist height) for user.<br>Ensure that all controls operate correctly and turn off when released.<br>Check that grinding heads are correct for type of floor to be ground.<br>Inspect grinding heads for cracks or faults which may cause failure in use.<br>Ensure that water tank is filled before carrying out wet grinding. | Replace or repair faulty parts.<br>Ensure handle locked in position.<br>Do not use if faulty.<br>Observe manufacturer’s manual when replacing grinding heads or inserts.<br><b>Wear gloves</b> when handling sharp parts. |
| 3. Handling and transport   | Over-exertion/strain injury   | Ensure that wheels are in good condition and turn freely on axles.<br>Do not tilt machine back beyond balance point when moving.<br>Use ramp to pull machine up onto vehicle, or to roll down from vehicle.<br>Secure machine against movement when transporting.  | Exercise care not to tilt machine back beyond balance point.<br>Observe correct handling practice.<br>Strap or tie machine securely.  |
| 4. Operation                | Accidental movement<br>Over-exertion/strain injury<br>Harmful exposures                             | Follow manufacturer’s instructions when using floor grinder.<br>Use legs to move machine – do not force by using arms and shoulders only.<br>Avoid breathing dust – wear fit-tested P2 respirator if dry-grinding.<br>Use wet grinding systems to minimise airborne dust generation.<br>Wear hearing protection in areas if harmful noise levels present.  | Stop grinder before tilting back.<br>Observe correct handling practice.<br><b>Wear P2 respiratory protection</b> where exposure to dust is likely or use wet grinding equipment to grind concrete.                        |
| 5. Cleaning floor           | Harmful dust  | Use industrial vacuum cleaner to vacuum dust from floor after grinding.<br>Plan work to avoid disturbance and spread of dust into atmosphere.  | <b>Wear P2 respiratory protection</b> when vacuuming floor and disposing of dust.   |
| 6. Cleaning and maintenance | Moving parts<br><br>Harmful exposure<br>Electric shock  | Disconnect machine from power supply before working on grinder heads.<br>Remove built up dust and residue from underside of grinder guard.<br>Avoid breathing dust (especially concrete dust) when emptying dust extractor unit.<br>Place dust into sealed bag for disposal.<br>Avoid water entry into electric motor when washing exterior of machine.  | Always disconnect before working on moving parts of machinery.<br><b>Wear P2 respiratory protection</b> when emptying dust collector and bagging dust.<br>Wet wipe down - do not hose machine.                            |

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

