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| ***Portable_Plant_SOP***  **BELT SANDER** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Approved safety glasses must be worn at all times in all ITD spaces. | A suitable P2 or P3 filter mask *should* be worn whenever potentially toxic fumes are created. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn in all ITD spaces. | A suitable workshop apron or close fitting protective clothing must be worn. |
| Rings and jewellery *must not* be worn when using this portable safety tool. | Hearing protection *must* be worn when noise levels are identified as excessive. |

### **DO NOT use faulty equipment – report this immediately to your teacher**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure this sanding tool has a suitable safe work area.**
2. **Disconnect the power cable before inspecting the tool.**
3. **Closely inspect the condition of the abrasive belt.**
4. **Ensure adequate dust ventilation and extraction.**

#### OPERATIONAL SAFETY CHECKS

1. **Ensure the material being worked is well supported. Use a vice or clamp to hold the material secure where necessary.**
2. **Always hold the belt sander securely with both hands.**
3. **Before starting the machine, hold it clear above the work surface. Allow the belt to reach full operating speed before applying the load gradually.**
4. **Do not use excessive force.**
5. **Avoid blocking or covering the motor ventilation slots.**
6. **Be vigilant of the tendency for the sander to ‘run away’ when not held and controlled firmly.**
7. **After finishing the sanding operation, release the switch and hold the machine up until the belt has stopped.**
8. **Never rest the sander on its side while running.**
9. **Always position electrical cords with care to avoid trip hazards and to prevent damage to the plug and lead.**
10. **Before making any belt adjustments, bring the sander to a complete standstill and then disconnect from the AC power source.**

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| **Never sand metal or small items with this tool** |

#### HOUSEKEEPING

1. **Return this tool to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and abrasive parts ◼ Noise ◼ Electricity**
  + **Excessive dust ◼ Eye injuries ◼ Burns to hands**

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_