

Safe Operating Procedure

9 Inch Grinder

www.rapidhire.net.au

We are located at:
10 Kerryll Street, Kunda Park Qld 4556
Email: info@rapidhire.net.au
Phone: 07 5456 2664



The instructions recommended within this document apply to normal risk conditions. If the 9 inch Grinder is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment.

GENERAL SAFETY

- Safety glasses, face mask, safety gloves and Hi-Vis Jacket must be worn at all times in work areas.
- Appropriate footwear (steel caps) with substantial chaps must be worn.
- Long and loose hair must be contained
- Close fitting/protective clothing must be worn.
- Hearing protection must be worn when using this machine.
- Avoid wearing rings and jewellery
- Check for movement of work piece and trip hazards
- Beware of inhalation of fumes and dust particles
- Beware of kick-back
- Beware of loose clothing entanglement
- Beware of burns from hot materials
- Beware of electric shock from incorrect use, faulty motor and damaged electric lead
- Beware of safety to other persons in the vicinity from sparks and ejected material

TRANSPORT OF 9" GRINDER

- Ensure unit is firmly tied down on transport vehicle without damaging motor, guard or grinding wheel

OPERATING CONDITIONS

- Use only in designated grinding area – erect screens if necessary
- Examine power cord, extension lead, plugs, sockets and power outlet for damage
- Ensure the grinding disc, guard and attachments (including handle) are secure and correctly fitted
- Inspect the grinding disc for damage. Do not use damaged grinding disc or used discs
- Always inspect the work piece to ensure that there aren't any items which might damage the grinding wheel or cause injury to the operator
- Secure and support the work piece using clamps, bench vices etc
- Ensure all other employees are clear of the immediate work area.
- Keep fingers and hands & power cords clear of the grinding disc.
- **ALWAYS GRIND WITH TWO HANDS. NEVER MAKE ADJUSTMENTS WHILE THE ANGLE GRINDER IS RUNNING.**
- Do not switch off the angle grinder when it is under load, except in an emergency.
- Allow angle grinder to reach operating speed before applying to work piece & increase load gradually.
- Do not lift or drag angle grinders by the cord.
- Keep flexible electrical cords clear of oil, grease, machines and sources of heat.
- Be aware of flying sparks. Hold grinder so that sparks fly away from you, other people and flammable materials.
- **DO NOT LEAVE THE ANGLE GRINDER RUNNING & ONLY USE THE GRINDER WHEN HAND HELD.**
- Do not touch the work piece immediately after grinding as it may be extremely hot

INSPECTION AND MAINTENANCE

- Check grinding wheel or disc for damage including cracks and for vibration or loose fixing
- Check electrical lead and plug which should have been tested and tagged
- Check operating switch

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- Make sure guard is not damaged and is correctly attached

The above instructions must be followed at all times. If any of the instructions are not possible, contact the site supervisor for an assessment of any safety requirements.

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
General Safety Requirements	Participants Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Operators to be competent or given practical demonstration Ensure grinding disc and guard are not damaged Ensure power cord and motor are not damaged Safety goggles, safety footwear and hearing protection to be worn while saw is in operation No loose clothing and wear Hi-Vis shirt. Keep other people clear of work area and erect barricade or screen if necessary Make sure work piece is secure Saw to be switched off before setting aside and immediately when blade jams Make sure fingers, hands and power cord are well clear on grinding wheel Always use two hands while unit is operating 	Every hire
Burns and Injuries	Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Always use safety gloves to prevent burns and hand injuries Switch off unit before attempting to touch grinding wheel Do not touch work face that has just been worked on Unit to be switched off when there is a grinding wheel jam Keep other people clear of work area Stop other persons from operating the unit Firm footwear to be worn and care taken to prevent slips and trips Unit to be allowed to cool down before carrying out any adjustments 	Every hire
Electricity hazard	Participants Operators Spectators Staff	Severity of Risk (S)- 3 Likelihood of Risk (L)- 2 Overall Risk (S x L)= 6 MEDIUM	<ul style="list-style-type: none"> Operators to check machine for lead, motor or grinding wheel damage Firm footwear to be worn and care taken to prevent slips and trips Safety gloves to be worn Ensure there is a safety overload device in the power circuit Makes sure power cord does not tangle with grinding wheel 	Every hire
Noise	Participants Operators Spectators Staff	Severity of Risk (S)- 2 Likelihood of Risk (L)-2 Overall Risk (S x L)= 4 MEDIUM	<ul style="list-style-type: none"> Operator and other persons in the vicinity to wear hearing protection. 	Every hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

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NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.

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