

Safe Work Procedure		Grinder (Bench)	
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:
Potential Hazards: Fill in those that apply H M L Risk for Injury <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Sharp points / edges - grinder wheels, brush <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Noise <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward / Sustained postures – holding parts <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – holding against grinder / brush <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Vibration – (hand/arm) part under grinder <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Extreme heat – burns from hot parts <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Electrical		Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Gloves or holding device ➤ Eye Protection / Goggles and Face Shield ➤ Appropriate closed toe footwear ➤ Hearing protection ➤ Secure loose clothing, hair, jewelry, or draw strings from hoods that could become entangled in tool ➤ Ensure guards are in place 	
		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Operator's Manual 	
Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.			
Employers must ensure that workers are trained and follow this safe work procedure. Steps to perform this task safely:			
<ul style="list-style-type: none"> ➤ Ensure any loose fitting clothing, jewelry, drawstrings or long hair are tucked in or contained. ➤ Only use the grinder (bench) in a manner specified by the operational instruction. Always ensure any manufacturer safe guards are in place. Ensure you can reach the emergency stop button or other kill switches. ➤ Pre-inspect grinder to ensure switches, cords, grinding stone, or brush are in good working order. If there is damage or excessive wear and tear, do not use the machine and inform a supervisor. ➤ Ensure the tool rest is not below the horizontal centre line and no more than 3mm from the face of the wheel. ➤ Hold the part firmly but do not apply excessive force to the tool / part against the grinder. ➤ Do not try to hold parts that are too small as there is a risk that your fingers may contact the grinding wheel. Attach and secure part to be grinded to another tool / extender such as vice grips. ➤ Do not grind against the side of the wheel. ➤ Grinding wheel shape and wear must be maintained as per manufacturer's specifications. ➤ Disconnect and lock out power to the machine prior to doing any maintenance or repair. 			