

Safe Work Procedure		Table Belt Sander																																									
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 <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery – abrasions, kick back</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Noise – operating belt sander</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Chemicals – wood dust</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / Sustained postures – standing / reaching</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Materials falling – wood onto feet</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Respiratory – if sufficient ventilation is not available</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Electrical Cord</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Dust / Debris</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other – clothing getting caught in machinery</td> </tr> </table>		H	M	L	Risk for Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery – abrasions, kick back	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise – operating belt sander	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemicals – wood dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / Sustained postures – standing / reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials falling – wood onto feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Respiratory – if sufficient ventilation is not available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical Cord	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dust / Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other – clothing getting caught in machinery	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Eye Protection / Goggles and Face Shield ➤ Hearing Protection required ➤ Appropriate closed toe footwear ➤ Respirator (minimum N95) if dusty conditions ➤ Dust Collection Bag or System (if available) ➤ Secure loose clothing, hair, jewelry, or draw strings from hoods that could become entangled in tool ➤ Ensure guards are in place if applicable 	
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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:																																											
<p>Woodworking can be inherently hazardous due to the nature of the activities performed and the machines routinely used.</p> <ul style="list-style-type: none"> ➤ Wear PPE. ➤ Ensure any loose fitting clothing, jewelry, drawstrings or long hair are tucked in or contained. ➤ Pre-inspect belt/disc for possible defects before using. Check electrical cords, switches, belt guards, and fence. ➤ Lock the fence into position. ➤ Obtain wood and inspect it for defects and foreign objects, discard defective pieces into refuse bin. When lifting materials, try to keep your back straight and keep the load close to reduce stress on your back. Bend hips and knees rather than bending at the waist. Avoid twisting your back by instead taking small steps to turn. ➤ Place wood on platform. ➤ Stand to one side of the machine, not directly in front of the sander in case of kick back. ➤ Disconnect and lock out power to the machine prior to doing any maintenance or repair. If there is a large amount of saw dust, wear eye protection and a respirator while cleaning. ➤ Follow Operator's Manual for instructions to change the belt/disc. 																																											