


Safe Work Instruction	
Disc Sander	Issue date: 22 October 2008

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Example content:

Document no.	Work description Use of Disc Sander		
	Scope Applies to the use and operation of disc sanders to ensure		
References / Review Date:	References :		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
<i>Insert name in BLOCK letters</i>	Do not wear anything loose that <ul style="list-style-type: none"> • 		
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE			
Pre Operational Safety Checks	<ol style="list-style-type: none"> 1. Check workspaces 2. Locate and ensure you are 3. Check the table is set 4. Check abrasive 5. Start the dust 6. Faulty equipment 7. Operators must wear 		
Safe Operational Use	<ol style="list-style-type: none"> 1. Allow machine to reach 2. Always place material on the 3. Hold material firmly against 4. Keep hands/fingers 5. Never leave the 6. Before making adjustments. 		
			
Additional Operational Procedures	<ol style="list-style-type: none"> 1. Jigs and work 2. The disc sander must 3. Do not attempt to 4. The removal of waste must only occur. 		
Kickback	<ul style="list-style-type: none"> • A work piece can be 		
Housekeeping	<ul style="list-style-type: none"> • Bring the machine. • Leave the machine in 		
Inspection and maintenance	The disc sander must be <ul style="list-style-type: none"> • Disconnect • A record of 		