









Safe Work Instruction	
Pedestal Grinder	Issue date: 18 August 2010

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Example content:

Document no.	Scope: This instruction applied to the safe general use of a pedestal grinder. Used for the grinding of metals and tools.		
Review date	References : <ul style="list-style-type: none"> • AS4024.1 Safety of Machinery; • OHS Act (refer State / Territory) • OHS Regulation (refer State / Territory) 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
<i>Insert name in BLOCK letters</i>	<p>Do not wear anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery or gloves. Don't smoke</p> <p>Wear all required PPE such as</p> <input type="checkbox"/> Safety glasses <input type="checkbox"/> High top boots with <input type="checkbox"/> . <input type="checkbox"/> .	Only operators who have been	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  Safety glasses must be worn at all times in work areas. </div> <div style="width: 50%;">  Long and loose hair must be contained. </div> <div style="width: 50%;">  Appropriate footwear with substantial uppers must be worn. </div> <div style="width: 50%;">  Close fitting/protective clothing must be worn. </div> <div style="width: 50%;">  Rings and jewellery must not be worn. </div> <div style="width: 50%;">  Hearing protection must be used when using this machine. </div> </div>			
 <p>Warning Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.</p>			
Pre Operational Safety Checks	<ul style="list-style-type: none"> • Check workspaces and walkways to ensure no slip/trip hazards are present • Ensure all guards and safety shields are in position before starting the grinder • . • . • . • . • . • . 		
Safe Operational Use	<ul style="list-style-type: none"> • Stand to the side of the wheels when starting up • Let the wheels gain maximum speed before starting to grind • Do not grind on the side of the wheel • . • . • . • . • . • . 		

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	<ul style="list-style-type: none"> • Slowly move the workplace across the face of the wheel in a uniform manner • Coolant spilt on the floor should be immediately absorbed 
Housekeeping	<ul style="list-style-type: none"> • Switch off the machine • Leave the machine in a safe, clean and tidy state
Inspection and maintenance	<p>Pedestal grinders must be inspected, serviced and maintained on a periodic basis in accordance with the manufacturer's instructions.</p> <ul style="list-style-type: none"> • Persons inspecting, maintaining or repairing a pedestal grinder should hold appropriate trade qualifications. • A record of maintenance by a competent person and the details of the periodic inspections must be kept for the life of the pedestal grinder • The record is to include the; <ul style="list-style-type: none"> • date of purchase • date of introduction to service • relevant general details of the service • dates and details of every evaluation by a competent person • dates and details of the periodic inspections. <p>Inspections are to be carried out in accordance with the Inspection and Testing requirement and records maintained in accordance with Records Management procedures</p>
Training	<p>Users of pedestal grinders must be competent persons who have practical and theoretical knowledge and relevant experience. Training is to be provided through a recognized course and is to contain instruction on:</p> <ul style="list-style-type: none"> • safe working techniques • operating conditions, including unusual dangerous conditions • basic information about the pedestal grinder and its controls, attachments and components, design, capacity, stability and limitations • correct stopping and starting techniques • cleaning and servicing
Potential Hazards	<ul style="list-style-type: none"> • hot metal • sparks • noise • sharp edges and burrs • entanglement • wheel 'run on' after switching off • eye injuries

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OPERATOR INSTRUCTIONS

This SWI must be followed at all times when operating the machine.
 If a job cannot be completed following this instruction you must refer to your supervisor for additional safety instructions.

APPROVALS AND AGREEMENT

THIS SWI HAS BEEN CHECKED AND APPROVED BY		
NAME	SIGNATURE	DATE

OPERATOR AGREEMENT		
I have read and understood this Safe Work Instruction.		
I agree to follow this instruction at all times and to refer any safety issues to my supervisor.		
NAME	SIGNATURE	DATE

INFORMATION FOR USERS

The attached Safe Work Instruction (SWI) is provided for use as guidance material. The SWI does not necessarily reflect your operations and activities and you should not rely on the document or its content. You should review your own operation to ensure that your work practices are safe. Any SWI that you develop or use in your business should reflect your activities. It is not appropriate to rely on the attached SWI without conducting a complete review of your operations and activities. As a client of Business Savvy Risk Management you have been provided with SWI documents The attached SWI documents are the intellectual property of Business Savvy and may not be copied or distributed to other businesses without the consent of the owner. The documents provided in PDF format are controlled copies of BSRM documentation. Copies of the SWI documentation provided in Word format are able to be modified by the client. Business Savvy Risk Management does not accept any responsibility for content of uncontrolled documents accessed or altered by its clients.

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