

B

# The Hearth Workshop

Standard Operating Procedure

## MAKITA RANDOM ORBITAL SANDER



**DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission**

### Personal Protective Equipment and Clothing



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Hearing protection must be worn.



Appropriate footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Dust mask or other appropriate respiratory protection must be worn

#### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Check the sander for faults to the switch, power cord, plastic body and foot plate.
- ✓ Ensure that the sanding disc is in good order and attached firmly to the foot plate.
- ✓ Report any faults to a Lead Maker and attach an "Out of Use" sign to the sander.

#### OPERATIONAL SAFETY CHECKS

- ✓ Ensure that the work piece is firmly clamped, secured or placed on an anti-slip mat before sanding.
- ✓ Ensure that adequate dust extraction is in place.
- ✓ During operation ensure that hands are on the easily identified location of the tool and that no long sleeves or bracelets are worn.
- ✓ Do not leave the tool running unattended.
- ✓ Wearing of own vibration dampening gloves is highly recommended if you intend to use this tool a lot.

#### ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off machine when work completed.
- ✓ Remove all dust from the tool, dust ports, work area and surrounding surfaces.
- ✓ Replace tool in its allocated storage location.

#### DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery to a Lead Maker and place it on the Quarantine Shelf.
- ✗ Do not sand anything other than wood or plywood using the sander. MDF must NOT be sanded within the workspace.
- ✗ Do not apply excessive pressure to the sander during operation. This can cause wear to the tool, damages the disc and doesn't provide a better or quicker finish.
- ✗ Do not allow the tool to move freely across the work surface.
- ✗ Do not attempt to slow the sander by pressing it on a surface; allow it to slow at its own rate.

#### POTENTIAL HAZARDS AND INJURIES

- ⓘ Abrasions to fingers, hands, arms and torso by contacting the sanding disc.
- ⓘ Burns to the above by contacting the side edge of the foot plate.
- ⓘ Inhalation of dust.
- ⓘ Hearing injury from loud noise.
- ⓘ Vibration related injury from excessive periods of use.
- ⓘ Splinters from rough surfaces to be sanded.

**This Standard Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-induction on the safe use of the equipment; this may incur a charge of £10 for each induction.**

**A\***

*For use by Lead Makers and trained staff only. Use by anyone else is strictly prohibited.*

**A**

*For use by adult members (18+) who have received and signed the specific induction package. No Lone Working.*

**B**

*For use by adult members (16+) who have received and signed the specific induction package. Lone Working Permitted.*

**C**

*For use by all members (6+) under the supervision of adult members/Lead Makers who have received and signed the specific induction package. Adult Lone Working Permitted*