



BENCH GRINDER

RA NO

DATE

H.T.I Score	9	Medium-Regular Monitoring/ Supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction – all employees	Overalls
Appointment 6(1)	Toolbox talks	Safety Footwear
Appointment Electrical Equipment Supt	First Aider	Dust Masks
Competency Operator	Operating Bench Grinder	Eye Protection
Competency First Aider		Ear Protection
Monthly checklist by Supt		Gloves
Prestart checklist by Operator		

Activity Steps		Hazards and Risks	Preventative Measures	Rating
1	Pre-use inspection	Inspection not done.	Inspection to be done by a competent person. User of the bench grinder to be trained on how to do the pre use inspection. Inspection registers to be signed off by a competent supervisor.	11
		Register not filled in.	Foreman to sign off the inspection register. Site safety officer to do spot checks on the registers.	8
2	Changing of the stones	Bench grinder not made safe – not plugged out.	Only a trained person is allowed to change the stones on a bench grinder. Task to be supervised by a competent supervisor. User to ensure that the bench grinder is plugged out.	11

		Incorrect tools used to change the stones.	Task to be supervised by a competent supervisor. Only trained and competent person to change the stones on the bench grinder.	5
		Incorrect stones fitted.	Task to be supervised by a competent supervisor. Only a trained and competent person to change the stones on the bench grinder, supervisor to ensure that the correct stones is provided and fitted.	8

		Stones fitted the wrong way round.	Task to be supervised by a competent supervisor. Only a trained and competent person to change the stones on the bench grinder. Supervisor to inspect the bench grinder after fitment of the stones.	8
		Damaged stones fitted.	Task to be supervised by a competent supervisor. Stones to be inspected by the supervisor before fitment this task is to be done by a trained and competent person.	8
3	Use of bench grinder.	Safety guard not in place.	Bench grinder to be inspected before use by a trained and competent person.	8
		Grinding sparks entering employee's eye.	Correct eye protection to be used when working with the bench grinder. Only trained and competent employees to work with the bench grinder.	8
		Noise	When the bench grinder is used for long periods of time - use ear protection.	5
		Bench grinder used by incompetent employee	Only trained employees are allowed to work with a bench grinder. Bench grinder not to be left unsupervised. Task to be supervised by a competent supervisor.	11
		Stones coming off while working with the bench grinder.	Bench grinder to be inspected before use by a trained and competent person. Inspection registers to sign off by the responsible supervisor.	11
		Employee electrocuted	Bench grinder not to be used while standing in the water. Bench grinder to be inspected before use and bench grinder with poor connections and cables to be removed from site.	11

		Fire.	All flammable materials to be removed from the area of work. Fire extinguisher to be close to area of work. Task to be done by a competent and trained employee.	11
4	Storage of bench grinder.	Incorrect storage of bench grinder.	Proper storage space for bench grinder to be provided. Storage to be controlled by a trained and competent store man	5
		Theft of bench grinder.	Bench grinder not to be left unsupervised.	8
5	Maintenance.	Defects not reported.	All defects on the bench grinder must be reported to the supervisor.	8
		Defects repaired by an incompetent employee.	Only trained and competent persons to repair the bench grinder.	8