



Safe Work Instruction	Issue date: 23/04/10
Bench Grinders	Review date: 11/09/11

Document no. SMS-06-SW-0475	Work description Use of bench grinders		
	Scope Applies to all types of bench grinders		
Review date 11/09/11	References OHS Reg 2001 Chapter 5 Workcover Code of Practice – Electrical practice for construction work Workcover Guidance Note – Electrical Equipment Risk Assessment AS/NZS 3760 – In-Service safety inspection and testing of electrical equipment SMS-06-GD- 0268 Working around electrical equipment SMS-06-GD-0225 Plant SMS-06-GD-0403 Plant Risk Assessment		
Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions	Competencies or qualifications	Licences or permits required
	<ul style="list-style-type: none"> Safety Goggles or full face protection Hearing protection – everyone must wear hearing protection within 5 metres of the grinder Long sleeved shirt – Make sure you have no loose clothing that can be caught on the grinder Safety boots 	Trained and competent in the use of the specific bench grinders. Backsafe instruction	N/A
Tools and equipment required			
Bench grinder			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT .			



Warning

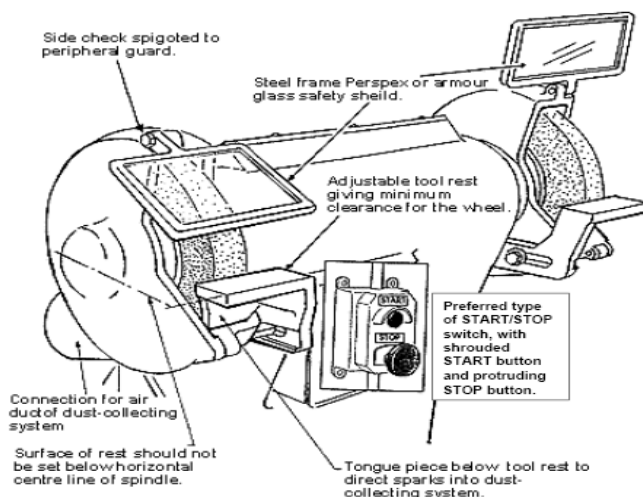
Don't smoke when using the bench grinder.

Site / job planning	<ul style="list-style-type: none"> Place the first aid kit and fire fighting gear nearby Follow all worksite procedures, eg. induction, Pre-Work Brief Conduct your own hazard assessment – consider the job, the environment and the weather (eg. Fire risks are higher near long grass or in windy weather) Clear the worksite in a 5 metre radius from the grinder – fuels, people, site equipment and anything flammable must be kept well away
Pre-operational checks	<ul style="list-style-type: none"> Remove power Lead from power point before changing the grinding wheel or for any maintenance, including clearing the grinding dust away. Check the condition of the grinding wheel and grinder – do not use the grinder or the wheel if they are damaged. Replace the grinding wheel or tag the grinder and repair ASAP Check the grinding wheel-retaining nut is secure
	<div>   </div> Warning NEVER wear gloves while using the bench grinder. Catching gloves in the grinder can cause serious injury

Bench Grinders

Setting up

- Turn off the grinder before connecting it to the power source.
- Make sure that the power lead and extension is securely plugged in and is not a trip hazard.
- Only use power leads that have been checked and tagged by an electrician. Make sure you check the date, if the tag is out of date, do not use the lead – replace it with one that has a valid tag.
- Check that the immediate area is clear. People and flammable items must be well out of the way.



Using the bench grinder

- Check you know what happens and the precautions to take when a grinding wheel becomes worn or damaged during grinding.
- Always:
- check the Manufacturer's Instructions for the model you are using if you are not familiar with it – there may be safety critical differences to the one you are used to
 - **Ensure the adjacent safety shield is down**
 - support the work piece to stop it moving while grinding
 - start grinding gently – don't force the grinder or cut heavily into the job
 - start and stop the machine according to the Manufacturer's Instructions
 - idle the machine when not grinding
 - wait for freshly cut metal to cool, or use heavy duty gloves to handle it. If using gloves to handle the cut metal, make sure the grinder is switched off and grinding wheel is stationary.



Care and storage

- Store power leads rolled up away from sharp or hot objects

Inspection and maintenance

- Conduct maintenance as per the Manufacturer's Specifications.
- Get an authorised dealer to do any repairs or checks / alterations to the motor settings
- Maintain inspection and test records in accordance with [SMS-16-SR-0057 Inspection and Testing](#) and [SMS-05-SR-0027 Records Management](#).

Additional controls