



## Safe Work Procedure – Buffing Machine

Authorised by HR Manager

Issue Date: 21.11.17 | Last Review: 21.11.17 | Next Review: 21.11.19

**DO NOT use this equipment unless you are authorised to use it and, have been instructed in its safe use and operation**



Safety glasses must be worn at all times in work areas



Sturdy footwear must be worn in work area



Rings and jewellery must not be worn



Long and loose hair must be contained



Close fitting/protective clothing must be worn



Gloves must not be worn when using machine

### POTENTIAL HAZARDS:

- Includes: Work can be snatched if improperly presented to buff, Hair/ clothing entanglement in moving machine parts and eye injuries

### PRE-OPERATIONAL SAFETY CHECKS

- Locate and ensure you are familiar with all machine operations and controls
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty
- Check workspaces and walkways to ensure no slip/trip hazards are present
- Ensure both ends of the machine spindle are covered at all times
- Use an appropriate type of mop and polishing compound for the task
- Check workspaces and walkways to ensure no slip/trip hazards are present
- Faulty equipment must not be used. Immediately report suspect equipment

### OPERATIONAL SAFETY

- Never leave the machine running unattended
- Only one person may operate this machine at any one time
- Do not bend down near machine whilst it is running
- Use the front of the wheel only
- Work only below the centre of the spindle
- Small work must be securely supported with a wooden backing
- Work should be held so that edges cannot catch
- Support small work with wooden backing

### POST-Operation:

- Switch off the machine when the work is completed
- Leave the machine in a safe, clean and tidy state.

### FORBIDDEN

- ✗ Holding work with gloves, apron, material or clothing
- ✗ Working on the side of the mop
- ✗ Using the buffer on surfaces it is not designed for





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