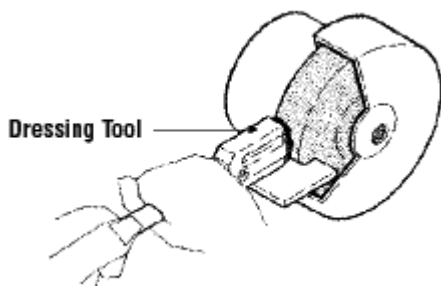


Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS FOR USING BENCH GRINDERS

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Only personnel that have been on an approved course can use these machines	
2	Fasten pedestal and bench grinders securely	
3	Ensure all the guards are in place and secure before using a grinder.	
4	Adjust tool rests to within 3mm (1/8 in.) of wheels. Never adjust rests while wheels are moving. Work rest height should be on horizontal Centre line of the machine spindle.	
5	Maintain 6mm (1/4 in.) wheel exposure with a tongue guard or a movable guard.	
6	Check that wheels have blotters on each side.	
7	Check the wheel fits properly to the spindle when mounting. If it is loose, get another wheel	
8	Stand to one side of the grinder until the wheel reaches operating speed.	
9	Bring work into contact with the grinding wheel slowly and smoothly, without bumping.	
10	Apply gradual pressure to allow the wheel to warm up evenly. Use only the pressure required to complete a job.	
11	Move the work back and forth across the face of the wheel. This movement prevents grooves from forming.	
12	Wheels are made only for grinding certain items. Do not grind rough forgings on a small precision grinding wheel.	



13	Dress wheels regularly. Do frequent, light dressings rather than one heavy dressing.	
14	Support dressing tools so you can apply leverage without undue effort. With revolving cutter dressing tools use the lugs as anchors.	
15	Replace worn wheels if you cannot dress it.	
16	Ensure the grinder speed does not exceed the operating speed marked on the wheel.	

17	Visually inspect wheels for possible damage before mounting.	
18	Wear appropriate PPE – eye, ear and face protection, respiratory protection may be required, depending on the type of work.	
19	Where gloves only where necessary.	

What should you avoid when using bench and pedestal grinders?

20	Do not use a wheel that has been dropped	
21	Do not use a wheel that does not fit properly to the spindle	
22	Do not use excessive force to tighten the nut of the wheel. The force can crack the wheel.	
23	Do not grind wood, plastics and non-iron metals on ordinary wheels.	
24	Do not leave grinding wheels standing in liquids. The liquid can cause balance problems.	
25	Do not grind on the side of a regular wheel.	

Please attach confirmation of the passing of an external grinding course to this form.

I have passed an external grinding course and I have received the above internal training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery. They have attended and passed an external grinding course and have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: