

Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS FOR FLOOR BUFFING MACHINES

Name: Training Date:.....

Buffing Machines are used in Engineering to remove oxides and scratches from metal and scratches from plastic.

A Buffing Machine consists of an electric motor fitted with threaded tapered spindles to which buffing mops are attached.

These have a right hand or left hand thread, depending on which end of the machine is used, thus firmly screwing each mop in place when the machine revolves.

Mops are selected according to the type and condition of the material being used. The mops are impregnated with cutting or polishing compounds.

The motor is fully enclosed to prevent entry of abrasive materials used in the polishing process.

Buffing Machine Guarding

Machinery must have in place guarding which isolates moving parts and the point of operation from direct contact with the operator.

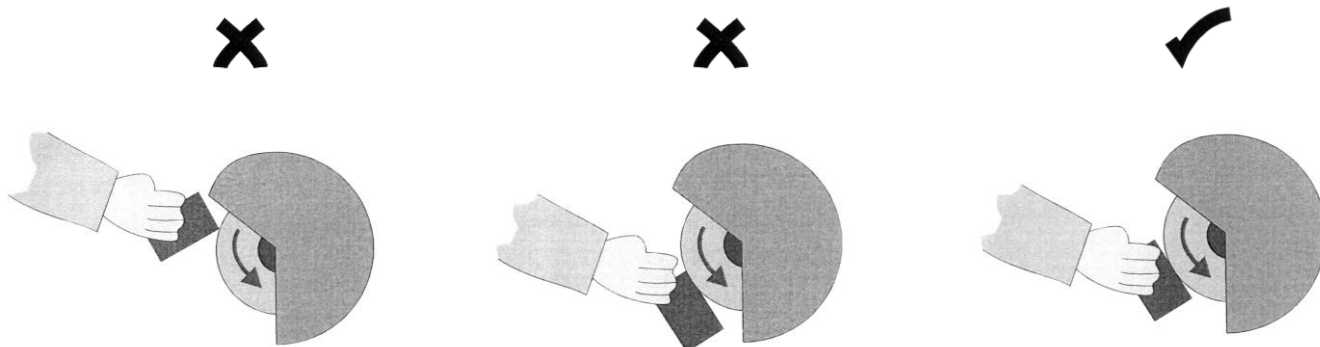
Because of the operating characteristics of the Buffing Machine it is difficult to completely guard.

Buffing Machines must be guarded in these ways:

1. Guarding, which encloses dangerous moving parts, such as the tapered spindles, by means of fixed guards.
2. These guards must allow spindles to run freely and allow mops to be fitted without rubbing on the guard.

	Instruction	Understands ✓ or X
1	Explain that safety equipment must be used at all times and why – eye protection (goggles), dust mask, hearing protection, sturdy footwear and close fitting protective clothing to be worn at all times. Long and loose hair must be contained. Rings, watches and jewellery must not be worn. Any loose clothing or items could be caught in the machine and the operator could be pulled into the machine causing a very dangerous and possibly fatal accident.	
2	Explain that the buffing machine must not be used to perform tasks beyond its design specification.	
3	Explain that you must clear your workspace before operating the machine. Foreign materials may cause poor footing.	
4	Explain that you must not leave the machine running unattended. Turn off the power and make sure the machine has stopped completely before leaving the area.	
5	Explain that you must use the proper type of polishing wheel for the material being processed.	
6	Explain that you must ensure mops are in a serviceable condition before use.	

7	Explain that you must ensure the spindle guards and in place and securely fixed before operating the machine.	
8	Explain that although the buffing machine has two mops that rotate at the same time, the machine can only be operated by one person.	
9	Explain that you must apply buffing compound to the bottom of the wheel so that excess will be thrown away from the operator.	
10	Explain that the workpiece should be held in front of the mop, and slightly below the centre of the mop.	
11	Explain that you must not present an edge or corner to the mop as the workpiece may be caught in the mop and torn from the operators hands.	
12	Explain that you must bring the machine to a complete standstill and isolate the machine from the power source before cleaning or making adjustments.	
13	Explain that the filter and suction unit must be cleaned twice a week if being operated full time.	
14	Explain that an LEV test and check must be done twice a year.	
15	Explain to the operator that when possible to only operate for a maximum of one hour. Cleaning and packing should then be performed. Refer to the Engineering Supervisor if this is not possible.	



I have received the above 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, 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: