



# Safe Work Procedure

## Stationary Disc/ Belt Sander

Department and Program: Physical Plant Carpenter

Date First Approved: October 2018

Date Updated: February 2023

Version 2.0 SWP-PP-CAR-010

*This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.*

**DO NOT perform this procedure until you have been appropriately trained and authorized to do so.**

### Required Training

- SWP for disc belt sander

### Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



Hearing Protection Required



Eye Protection Required



No loose fitting clothing



Long or loose hair must be tied back or contained



No jewelry, watches, rings, necklaces etc.



Approved Dust Mask Required

### Potential Hazards

- Loose knots or foreign materials in wood
- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Projectile work pieces from improper clamping
- Fingers pinched

### Pre-Operational Safety Checks

- Inspect required personal protective equipment and replace if required.
- Ensure no slip/trip hazards are present in workspaces and walkways.
- Make sure guards, if present, are installed and are working properly.
- Inspect equipment. Faulty equipment must not be used
- Locate and ensure you are familiar with the operation of the ON/OFF starter.
- Set up work table or miter gauge at correct angle (up to 450 )
- Ensure that table is no more than 1/8" or 3mm from belt or disc

### Prohibited Activities

- Attempting to sand very small items
- Attempting to sharpen tools
- Attempting to sand metal
- Do not leave this equipment running unattended

## Safe Work Procedure

1. Open dust chute and turn on dust collector.
2. Wear appropriate personal protective equipment (PPE).
3. Adjust worktable to provide minimum clearance between the belt and the table, with POWER OFF. The worktable should be secured properly.
4. Inspect abrasive belts before using them. Replace belts worn, frayed, or excessively worn in spots
5. Turn power ON and check tracking of sanding belt.
6. Hold work piece flat against worktable keeping fingers a minimum of 5 cm (2 inches) away from abrasive surface. Hold small or thin pieces of stock in a jig or holding device to prevent injuries to the fingers or hands.
7. Sand on the downward side of a disc sander so that the work piece is driven onto the table by the machine's rotation.
8. Begin operation: press work piece lightly and slowly against belt or disc.
9. Push stop button, wait for sanding belt or disc to stop.
10. Clean up dust and debris with POWER OFF.

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY**

## Housekeeping

- Switch off the machine and reset all guards to a fully closed position.
- Leave the machine in a safe, clean and tidy state.
- When servicing equipment (ex. changing a grinding wheel), power must be disconnected.
- Ensure ventilation openings and switch levers are kept clean and free of foreign matter

## Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 Hearing Protection
- 16 Machines, Tools and Robots

Date Written: 2017/08/10

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: 

Date Approved: 2023/2/1

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