

SAFE WORK INSTRUCTION

BUFFING MACHINE

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times.



Safety footwear must be worn.



Long or loose hair must be contained.



Close fitting / protective clothing must be worn.



Rings and jewellery must not be worn.



Gloves must not be worn.

POTENTIAL RISKS

- ⓘ Work can be snatched if improperly presented to buffing wheel.
- ⓘ Hair/ clothing/gloves can be caught in moving machine parts.
- ⓘ Eye injuries can be caused by dust and fragments.

DON'Ts

- ✗ Do not use faulty equipment. Immediately report suspect equipment to your supervisor.
- ✗ Do not hold work with gloves, apron, material or clothing.
- ✗ Do not use the side of the buffing wheel to polish work.
- ✗ Never leave the machine running unattended.
- ✗ Do not bend down near machine while it is running.

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.
- ✓ Ensure both ends of the machine spindle are covered at all times.
- ✓ Use an appropriate type of mop and polishing compound for the task.

OPERATIONAL SAFETY CHECKS

- ✓ Only one person may operate this machine at a time.
- ✓ Use the front of the wheel only.
- ✓ Work only below the centre of the spindle.
- ✓ Support small work with a wooden backing.
- ✓ Hold work so the edges cannot catch.

ENDING OPERATIONS AND CLEANING UP

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

This Safe Work Instruction does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use

